USA Jobs Guide: Apply to a Job

WVNG HR Staffing Section

For questions, call the technician hotline: 304-561-6749

STEP 1

WV NATIONAL GUARD HUMAN RESOURCE OFFICE

Home	Job Announcements	Bulletins/Newsletter	Regulations	Forms
OPM Data Breach Info	Reduction In Force Information	Su		

1) If you cannot find the job by searching usajobs.gov, go to the WV Human Resources Office website http://www.wv.ngb.army.mil/jobs/
2) Click on the "JOB ANNOUNCEMENTS" tab
3) The page will reload to this screen, listing all currently open Technician job announcements in the WVNG
4) Click on one of the job links to begin applying to that job. The page will reload to the job announcement in usajobs.gov

Employee Benefits

Tech Benefits
New Technician Info
Worker's Compensation
Retirement
Separating Employees
Army Benefits Center (ABC)
Absent Uniformed Service

Classification

:: Desk Audits
:: EDP-HDP
:: CLASP/Compatibility Waiver

Announcement # / Title-Grade / Location	Closes
MT 15-099 Quality Assurance Specialist GS-11 130th AW	14 Sep 15
MT 15-127 Human Resources Spec (Military) GS-09 167th AW	21 Sep 15
MT 15-120 Supervisory IT Specialist (Network/CUSTSPT) GS-12 167th AW	2 Oct 15
MT 15-154 Support Services Specialist GS-06 130th AW	2 Oct 15
MT 15-093 Motor Vehicle Operator WG-08 130th AW	5 Oct 15
MT 15-128 HAZMAT Specialist GS-09 167th AW	5 Oct 15
MT 15-143 Materials Handler WG-06 130th AW	5 Oct 15

:: 1703 Coonskin Drive
:: Charleston, WV
:: 25311

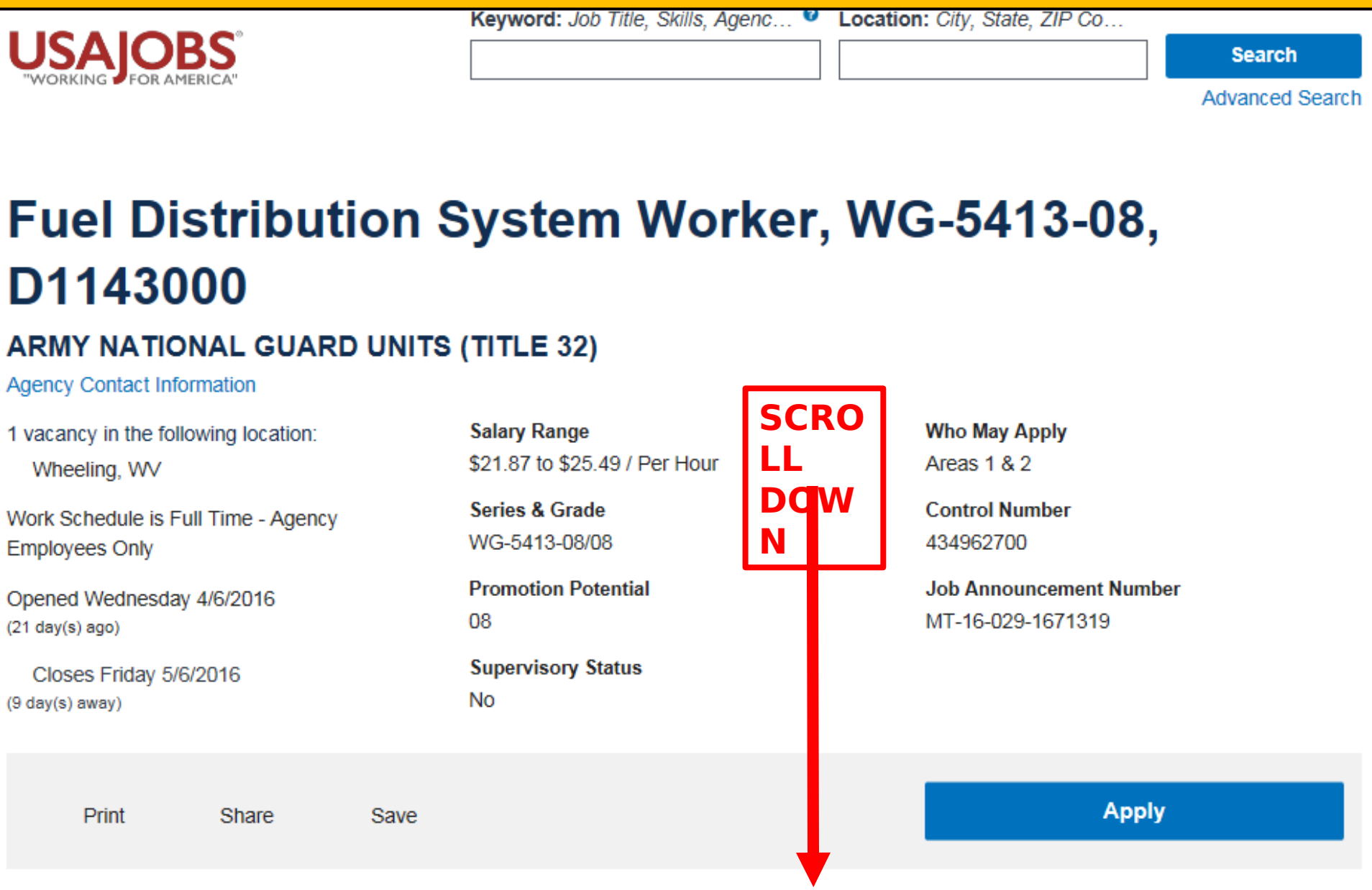
:: Phone
:: Technician 304-561-6749
:: AGR 304-561-6679

AGR

:: Army
:: Air

STEP 2

1) The webpage for the job will open and look similar to this
2) Scroll down and read the announcement to ensure you understand everything about the position and it's military requirements



3) Click the “How to Apply” button for more information about the application process
4) Click the “Required Documents” button to ensure you have all documents ready to upload to your application

Fuel Distribution System Worker, WG-5413-08, D1143000

ARMY NATIONAL GUARD UNITS (TITLE 32)

Agency Contact Information

1 vacancy in the following location:
Wheeling, WV

Work Schedule is Full Time - Agency Employees Only

Opened Wednesday 4/6/2016
(21 day(s) ago)

Closes Friday 5/6/2016
(9 day(s) away)

Salary Range
$21.87 to $25.49 / Per Hour

Series & Grade
WG-5413-08/08

Promotion Potential
08

Supervisory Status
No

Who May Apply
Areas 1 & 2

Control Number
434962700

Job Announcement Number
MT-16-029-1671319

Print Share Save

Apply

Job Overview

Summary

The National Guard is the oldest component of the Armed Forces of the United States. Since the earliest American colonial days, citizens have joined together for collective defense. We have a proud tradition of coming to the aid of our friends and neighbors in times of serious emergencies. Join our National Guard team and serve your nation, your State, and your community!

How to Apply +

Required Documents +

5) Click the blue "APPLY" button to begin the application process. The page will reload to a sign-in screen

Fuel Distribution System Worker, WG-5413-08, D1143000

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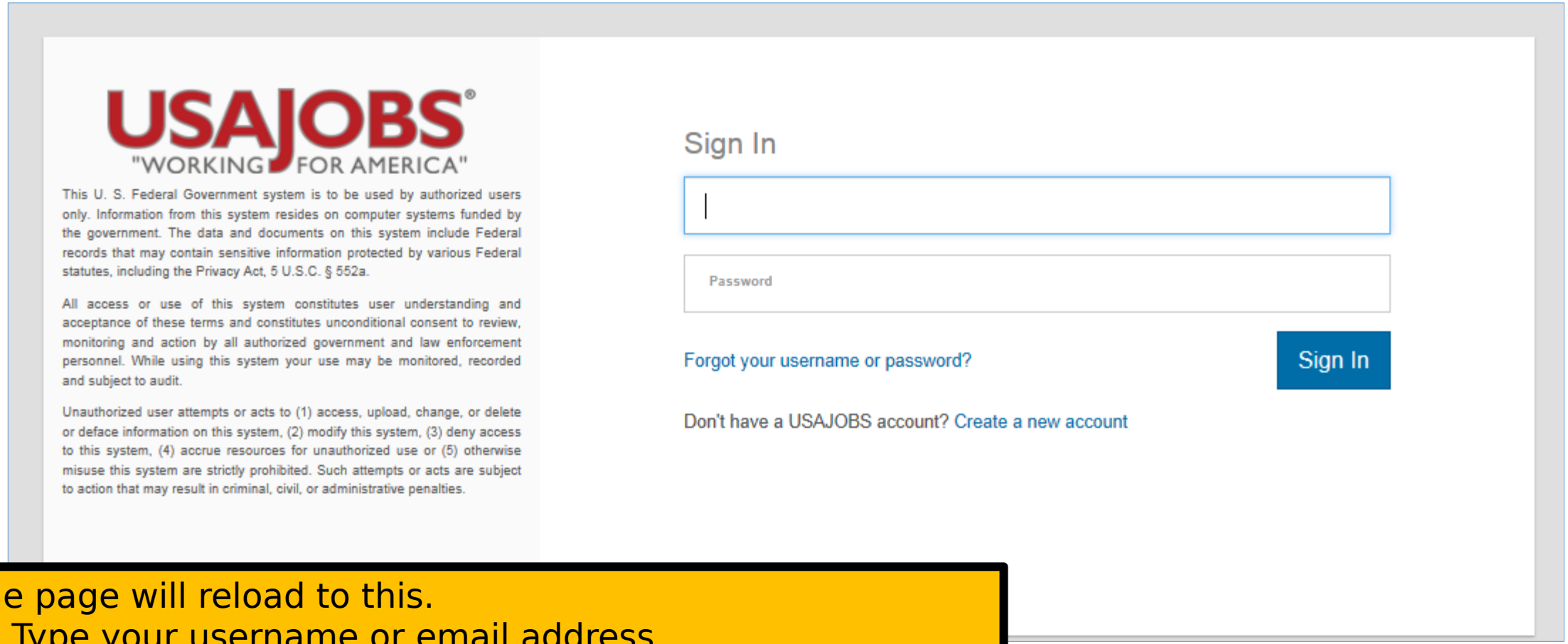
How to Apply +

Required Documents +

STEP 3

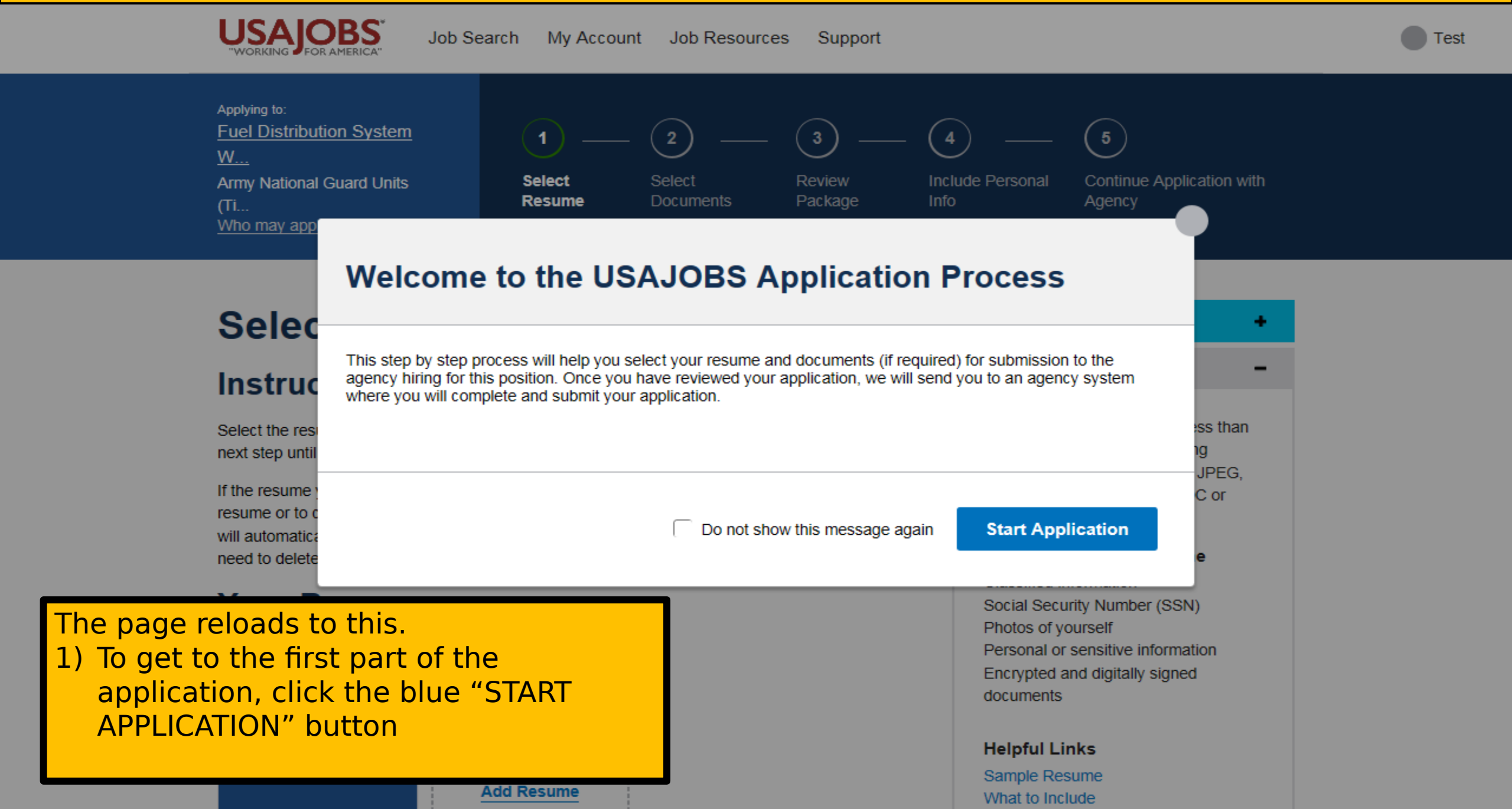

USAJOBS
"WORKING FOR AMERICA"
This U. S. Federal Government system is to be used by authorized users only. Information from this system resides on computer systems funded by the government. The data and documents on this system include Federal records that may contain sensitive information protected by various Federal statutes, including the Privacy Act, 5 U.S.C. § 552a.
All access or use of this system constitutes user understanding and acceptance of these terms and constitutes unconditional consent to review, monitoring and action by all authorized government and law enforcement personnel. While using this system your use may be monitored, recorded and subject to audit.
Unauthorized user attempts or acts to (1) access, upload, change, or delete or deface information on this system, (2) modify this system, (3) deny access to this system, (4) accrue resources for unauthorized use or (5) otherwise misuse this system are strictly prohibited. Such attempts or acts are subject to action that may result in criminal, civil, or administrative penalties.
Sign In
Password
Forgot your username or password?
Sign In
Don't have a USAJOBS account? Create a new account

The page will reload to this.

1) Type your username or email address
2) Type your password
3) Click the blue “SIGN IN” button

If you do not have a USAjobs account, please review the “Create a USAjobs Account” powerpoint on the WVNG Human Resources website.

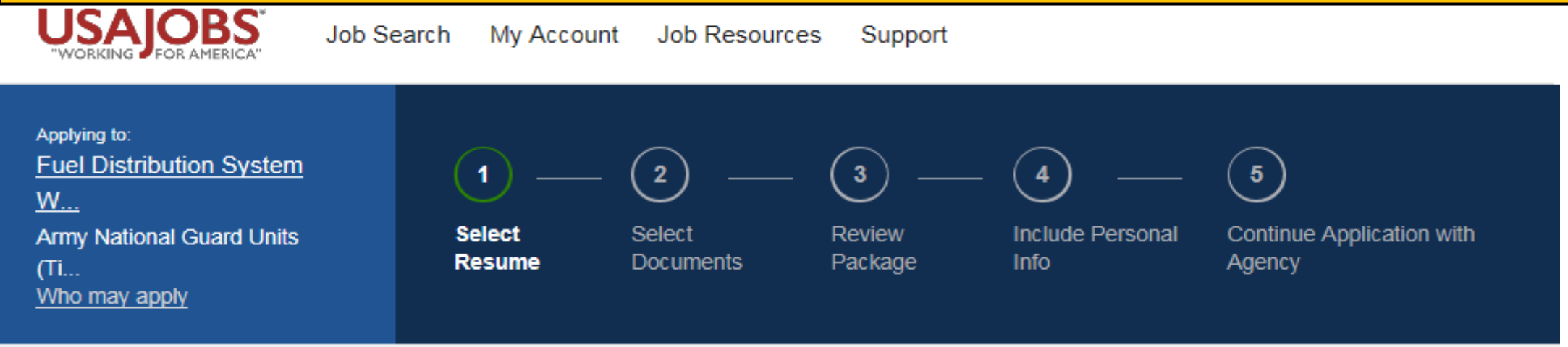
STEP 4



The page reloads to this.

1) To get to the first part of the application, click the blue “START APPLICATION” button

STEP 5

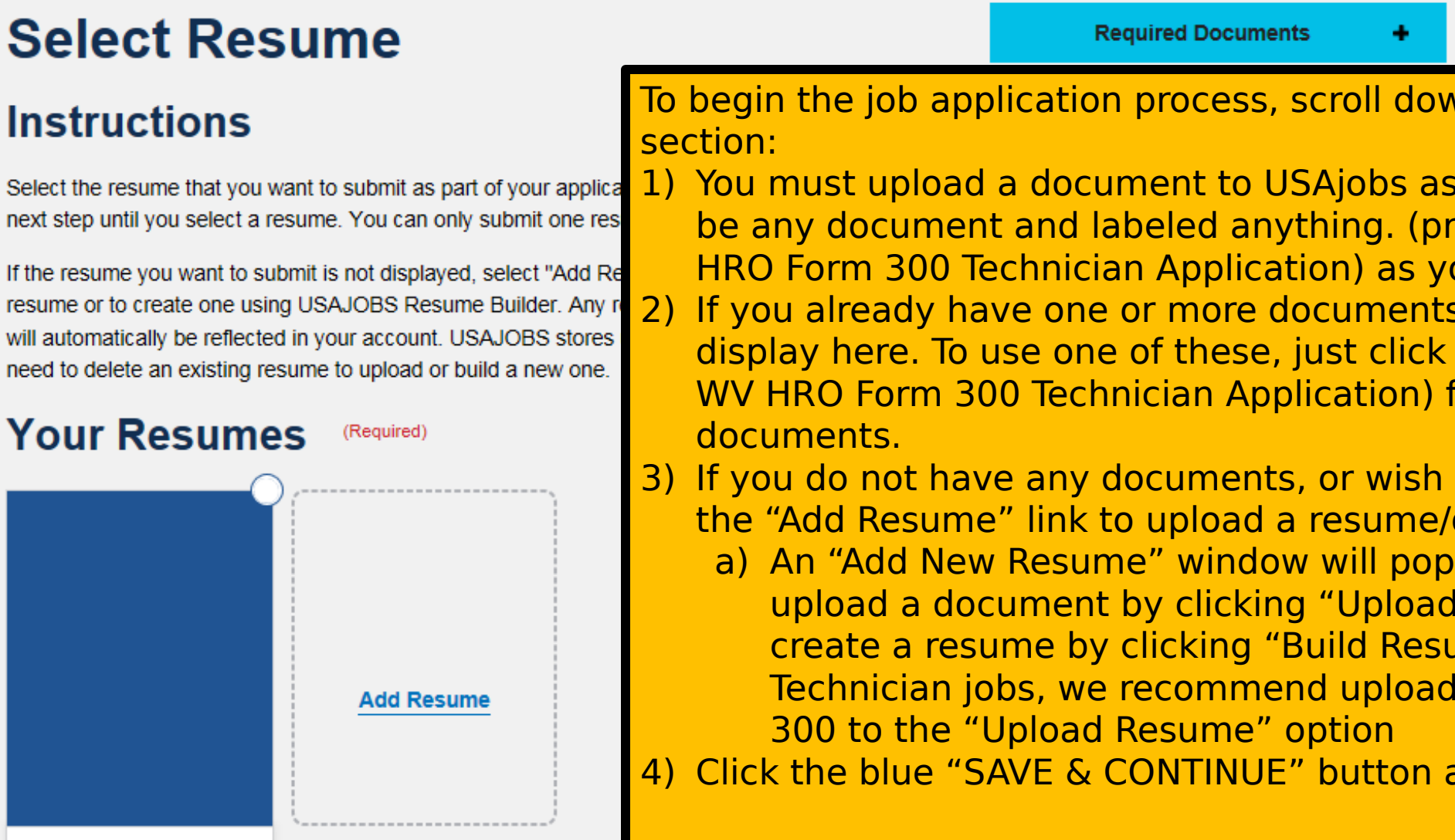

USAJOBS
"WORKING FOR AMERICA"
Job Search
My Account
Job Resources
Support
Applying to:
Fuel Distribution System W...
Army National Guard Units (Ti...
Who may apply
1 Select Resume
2 Select Documents
3 Review Package
4 Include Personal Info
5 Continue Application with Agency
Select Resume
Instructions
Select the resume that you want to submit as part of your app
next step until you select a resume. You can only submit one
If the resume you want to submit is not displayed, select "Add
resume or to create one using USAJOBS Resume Builder. A
will automatically be reflected in your account. USAJOBS sto
need to delete an existing resume to upload or build a new or
Your Resumes
(Required)
Required Documents +
Acceptable Formats –

The page reloads to the "Select Resume" page. This is the first step to applying to a job.

1) Click the "Required Documents +" button to ensure you know which documents to upload to this job (some jobs may require different documents; every WVNG Technician job requires a WV HRO Form 300 Technician Application)

NOTE: In addition to the WVNG HRO Form 300, every WVNG Technician job requires a completed questionnaire. The questionnaire is not a document/form you upload, but is an online questionnaire you complete as part of these steps. ***When you click the "Continue Application with Agency" button at Step 9 of this powerpoint, you are immediately taken to the Questionnaire.***

STEP 5 - CONTINUED

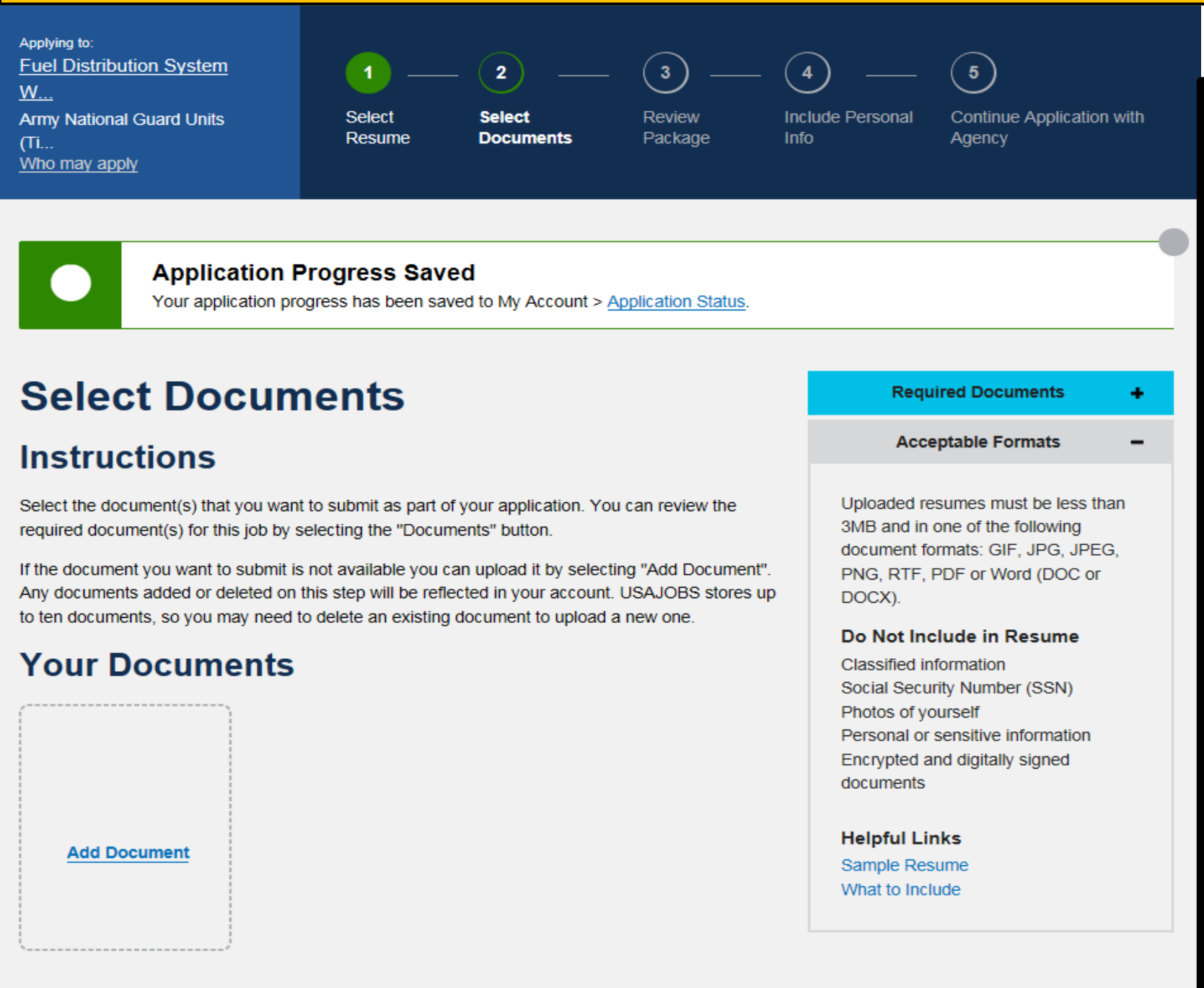

Select Resume
Instructions
Select the resume that you want to submit as part of your applica
next step until you select a resume. You can only submit one res
If the resume you want to submit is not displayed, select "Add Re
resume or to create one using USAJOBS Resume Builder. Any r
will automatically be reflected in your account. USAJOBS stores
need to delete an existing resume to upload or build a new one.
Your Resumes
(Required)
Add Resume
Applicati...orm 300
Uploaded 9/15/2015
View | Delete
Required Documents +

To begin the job application process, scroll down to the “Your Resumes” section:

1) You must upload a document to USAjobs as a “resume”, but it can be any document and labeled anything. (preferably upload your WV HRO Form 300 Technician Application) as your resume
2) If you already have one or more documents uploaded, they will display here. To use one of these, just click on one. (preferably your WV HRO Form 300 Technician Application) from your uploaded documents.
3) If you do not have any documents, or wish to add a new one, click the “Add Resume” link to upload a resume/document
   a) An “Add New Resume” window will pop up; you can either upload a document by clicking “Upload Resume” or you can create a resume by clicking “Build Resume”. For WVNG HRO Technician jobs, we recommend uploading your WV HRO Form 300 to the “Upload Resume” option
4) Click the blue “SAVE & CONTINUE” button at the bottom of the page

NOTE 1: USAJobs requires all users to create/upload a document as a resume file. WVNG does not require a resume, but does require the WVHRO Form 300 Technician Application. However, you are welcome to provide a resume as an additional document. To meet the USAjobs resume requirement, you may either “Build a Resume” using the USAjobs software, or “Upload a Resume” by selecting a file from your computer. WVNG recommends uploading a file, specifically, uploading your

STEP 6

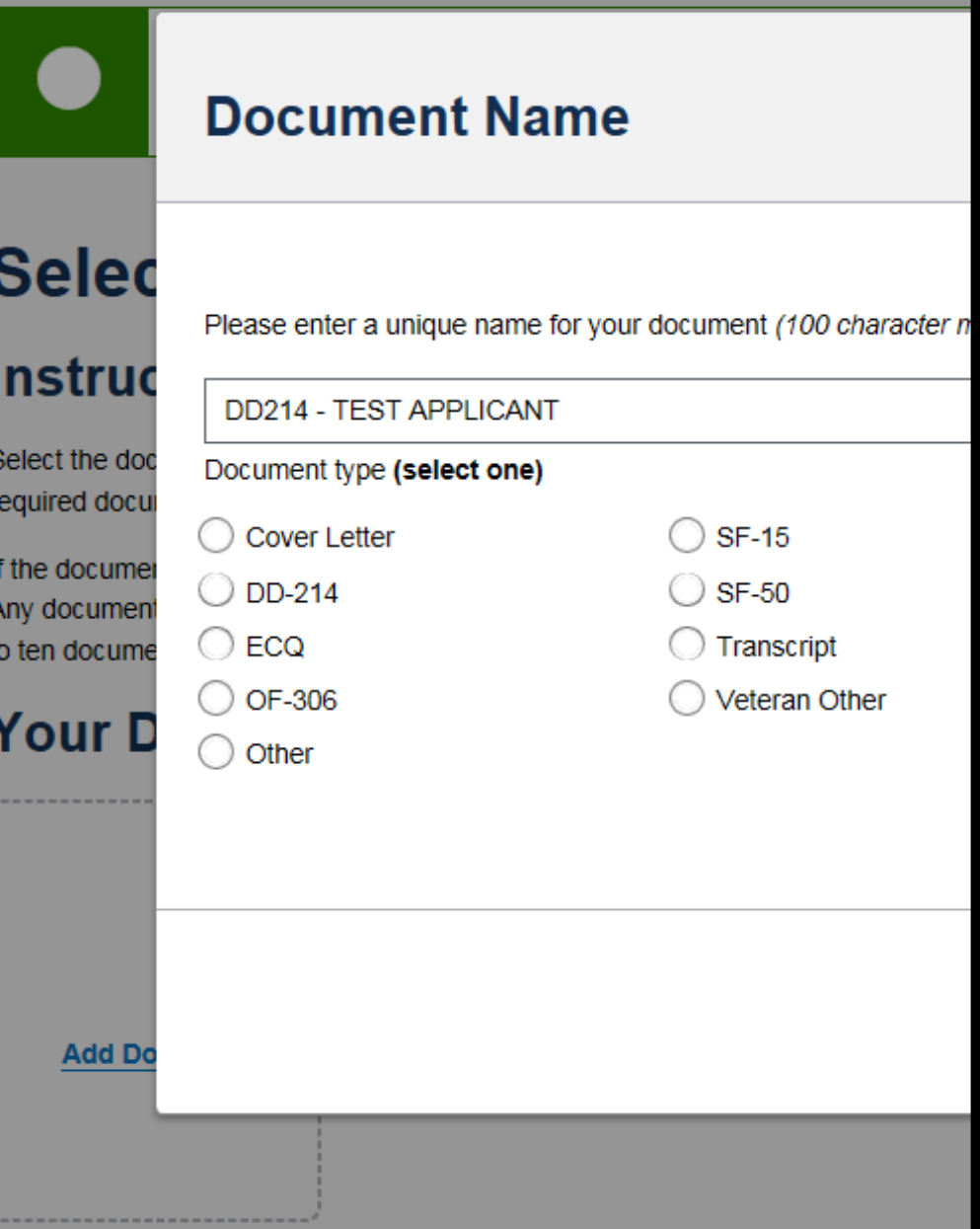

Applying to:
Fuel Distribution System W...
Army National Guard Units (Ti...
Who may apply
1 Select Resume
2 Select Documents
3 Review Package
4 Include Personal Info
5 Continue Application with Agency
Application Progress Saved
Your application progress has been saved to My Account > Application Status.
Select Documents
Instructions
Select the document(s) that you want to submit as part of your application. You can review the required document(s) for this job by selecting the "Documents" button.
If the document you want to submit is not available you can upload it by selecting "Add Document". Any documents added or deleted on this step will be reflected in your account. USAJOBS stores up to ten documents, so you may need to delete an existing document to upload a new one.
Your Documents
Add Document
Required Documents +
Acceptable Formats –
Uploaded resumes must be less than 3MB and in one of the following document formats: GIF, JPG, JPEG, PNG, RTF, PDF or Word (DOC or DOCX).
Do Not Include in Resume
Classified information
Social Security Number (SSN)
Photos of yourself
Personal or sensitive information
Encrypted and digitally signed documents
Helpful Links
Sample Resume
What to Include

The page reloads to the “Select Documents” page. This is where you upload any additional files such as a resume, DD-214, Transcripts, Flying History Reports, certifications, additional application pages, recommendation letters, etc.

1) Click the “ADD DOCUMENT” link to upload other documents.
2) A “Choose File to Upload” window opens.
3) Navigate through your computer files to select the document you wish to upload. Click the “Open” button once selected.

NOTE: Click the “Required Documents +” button to ensure you know which documents to upload to this job (some jobs may require different documents; every

STEP 6 - CONTINUED



A window pops up that will allow you to name the selected document and select the document type prior to uploading to your application.

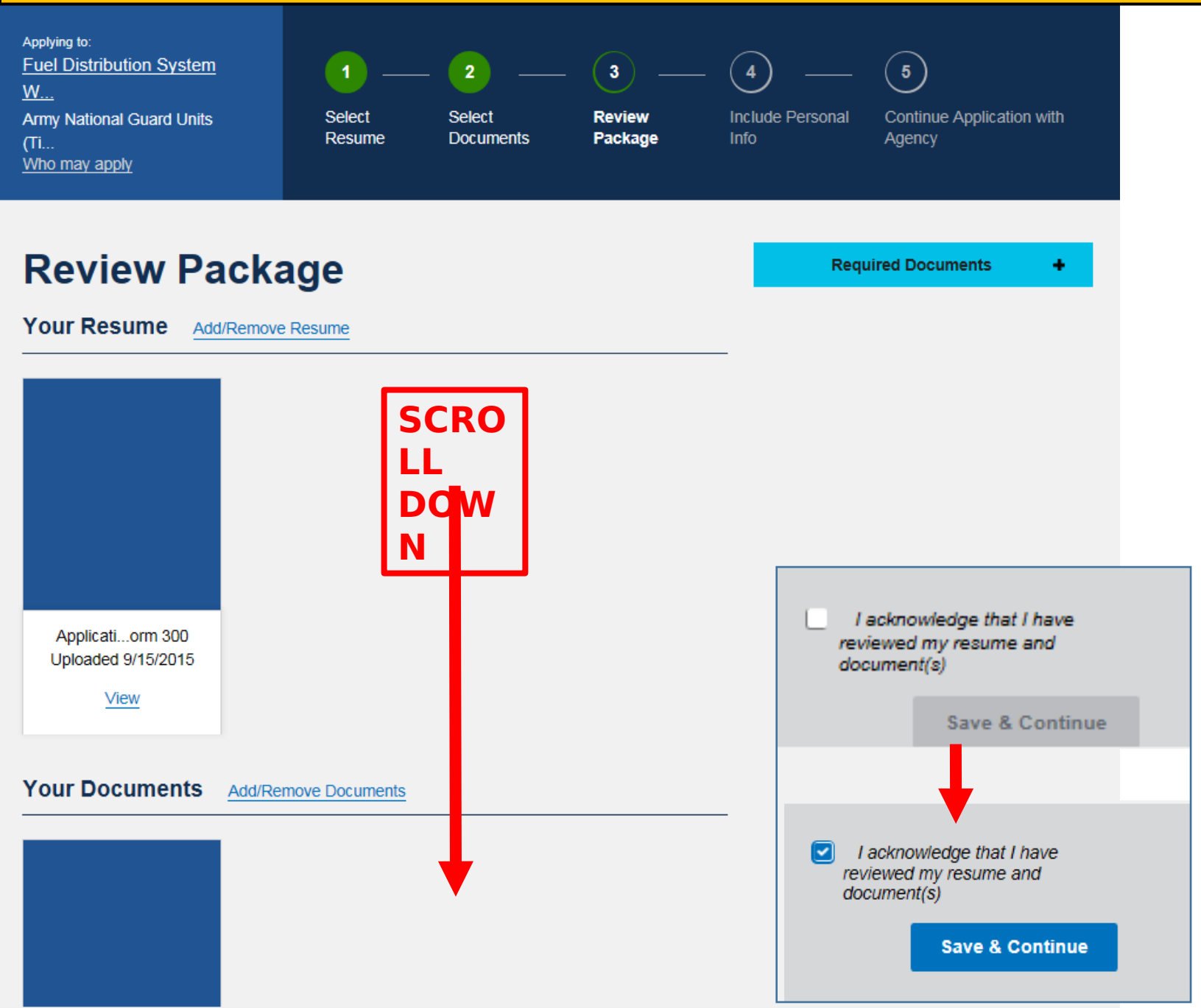
1) Use the text-box window to change the document name or leave as-is.
2) Use the radio-dial buttons to select which document type you wish the uploaded file to be labeled; ensure at least ONE document is uploaded under “Other”
3) Allow the system to process; once the file uploads the page will show the document uploaded under “Your Documents”.
4) Upload any additional files
5) Click the blue “SAVE & CONTINUE” button to proceed

NOTE 1: USAJobs conducts a virus scan on all uploaded files. Your uploaded files will show a status of “Pending – Processing” until they have cleared the virus scan. Ensure you allow time for your files to upload and process.

NOTE 2: If your file exceeds 3MB, it will not upload. To shrink the file size, try saving it in different formats (i.e. try .pdf or save each page as a .jpg)

NOTE 3: If you realize one of the files uploaded is incorrect or you wish to upload a newer version, you cannot remove the previously uploaded file. However, you can upload the new file as a new document. We suggest labeling the new file with a direction such as, “USE THIS” or “NEWEST”. (ex: “Smith – Form 300 – NEWEST”)

STEP 7



I acknowledge that I have reviewed my resume and document(s)
Save & Continue
I acknowledge that I have reviewed my resume and document(s)
Save & Continue

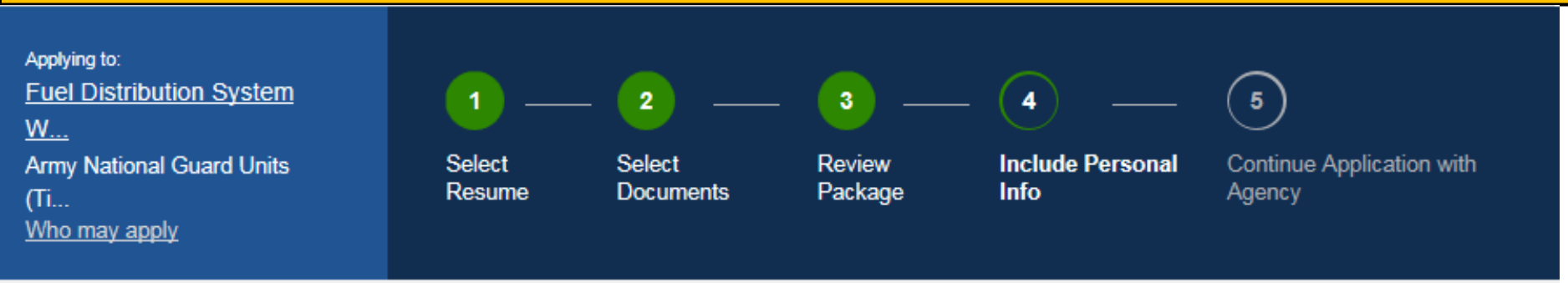
The page reloads to the "Review Package" page. Ensure you have all required documents uploaded.

1) To add additional documents, click the "Add/Remove Documents" or "Add/Remove Resume" links
2) To save and continue with your application, click the acknowledgement checkbox, then click the blue "SAVE & CONTINUE" to proceed.

NOTE: Click the "Required Documents +" button to ensure you know which documents to upload to this job (some jobs may require different documents; every WVNG Technician job requires a WV HRO Form 300 Technician Application)

NOTE: Also, every WVNG Technician job requires a completed questionnaire. The questionnaire is not a document/form you upload, but is an online questionnaire you complete as part of these steps. ***When you click the "Continue Application with Agency" button at Step 9 of this***

STEP 8



Your demographic information will not be sent to the hiring manager responsible for this position. It is used solely for statistical purposes to assist the agency in the development of recruiting plans and to ensure the agency is reaching all segments of the population.

Include Personal Information

☐ I volunteer to provide my demographic information to help determine if the government's equal employment opportunity efforts are reaching all segments of the population.

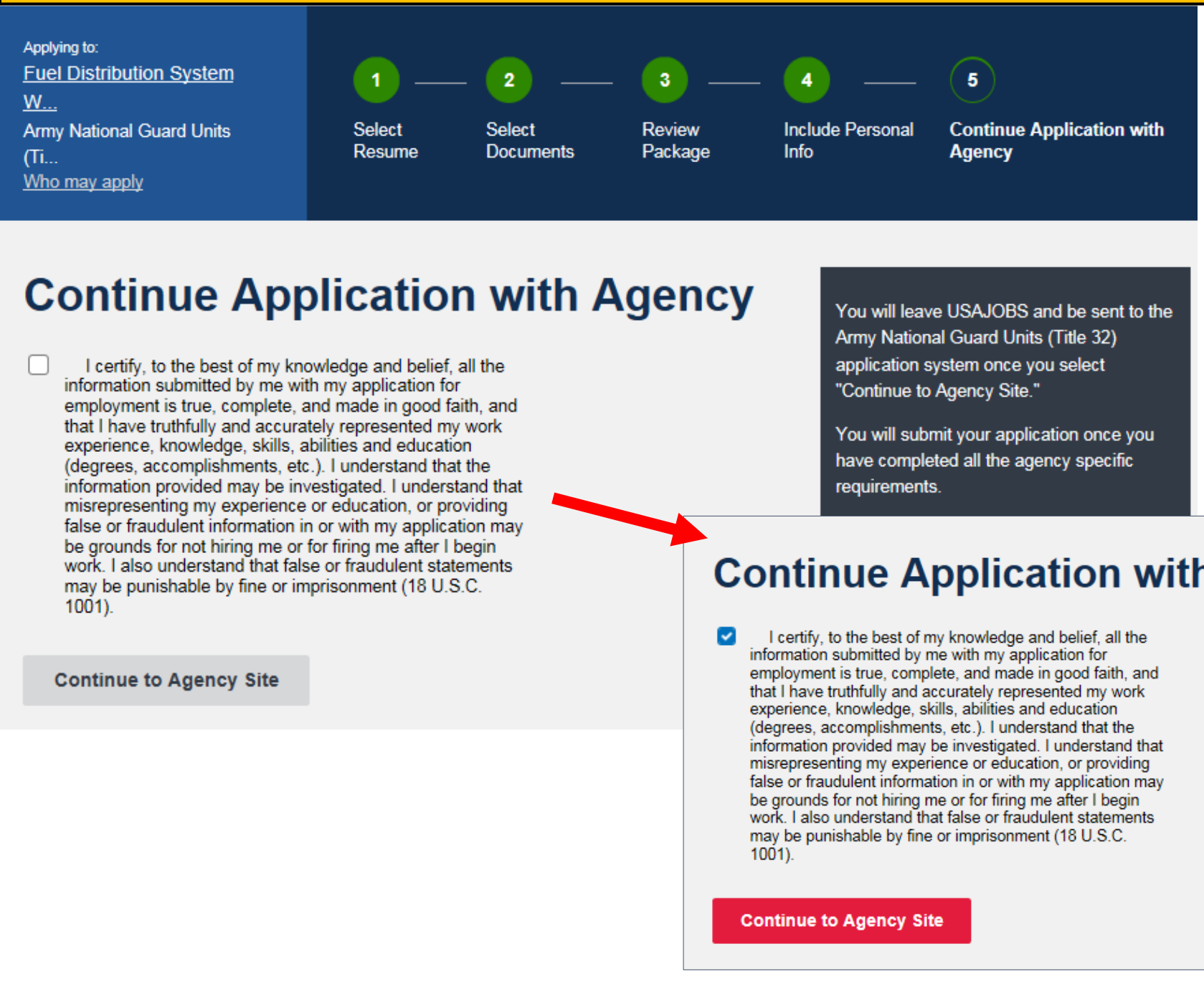
So we can better locate applicants in the future, please tell us how you heard about this job. Please choose the best option available.

- ○ I searched the USAJOBS website
- ○ I received an automated USAJOBS saved search notification
- ○ I saw a social media posting
- ○ I visited the agency website

The page reloads to the "Include Personal Information" page. This is just for data statistics, you have the option to select the checkbox and answer the job-search question.

1) To continue, click the blue "SAVE & CONTINUE" button to proceed.

STEP 9


Applying to:
Fuel Distribution System W...
Army National Guard Units (Ti...
Who may apply
1 Select Resume
2 Select Documents
3 Review Package
4 Include Personal Info
5 Continue Application with Agency
Continue Application with Agency
I certify, to the best of my knowledge and belief, all the information submitted by me with my application for employment is true, complete, and made in good faith, and that I have truthfully and accurately represented my work experience, knowledge, skills, abilities and education (degrees, accomplishments, etc.). I understand that the information provided may be investigated. I understand that misrepresenting my experience or education, or providing false or fraudulent information in or with my application may be grounds for not hiring me or for firing me after I begin work. I also understand that false or fraudulent statements may be punishable by fine or imprisonment (18 U.S.C. 1001).
Continue to Agency Site
You will leave USAJOBS and be sent to the Army National Guard Units (Title 32) application system once you select "Continue to Agency Site."
You will submit your application once you have completed all the agency specific requirements.

Continue Application with
I certify, to the best of my knowledge and belief, all the information submitted by me with my application for employment is true, complete, and made in good faith, and that I have truthfully and accurately represented my work experience, knowledge, skills, abilities and education (degrees, accomplishments, etc.). I understand that the information provided may be investigated. I understand that misrepresenting my experience or education, or providing false or fraudulent information in or with my application may be grounds for not hiring me or for firing me after I begin work. I also understand that false or fraudulent statements may be punishable by fine or imprisonment (18 U.S.C. 1001).
Continue to Agency Site

The page reloads to the "Continue Application with Agency" page.

1) You can review/change earlier parts of your application (i.e. documents) at this point by clicking the green number buttons at the top of the page, or clicking the blue "PREVIOUS" button at the bottom of the page.
2) To continue with your application, click the checkbox to "Certify" your information, then click the pink "CONTINUE TO AGENCY SITE" button to proceed.

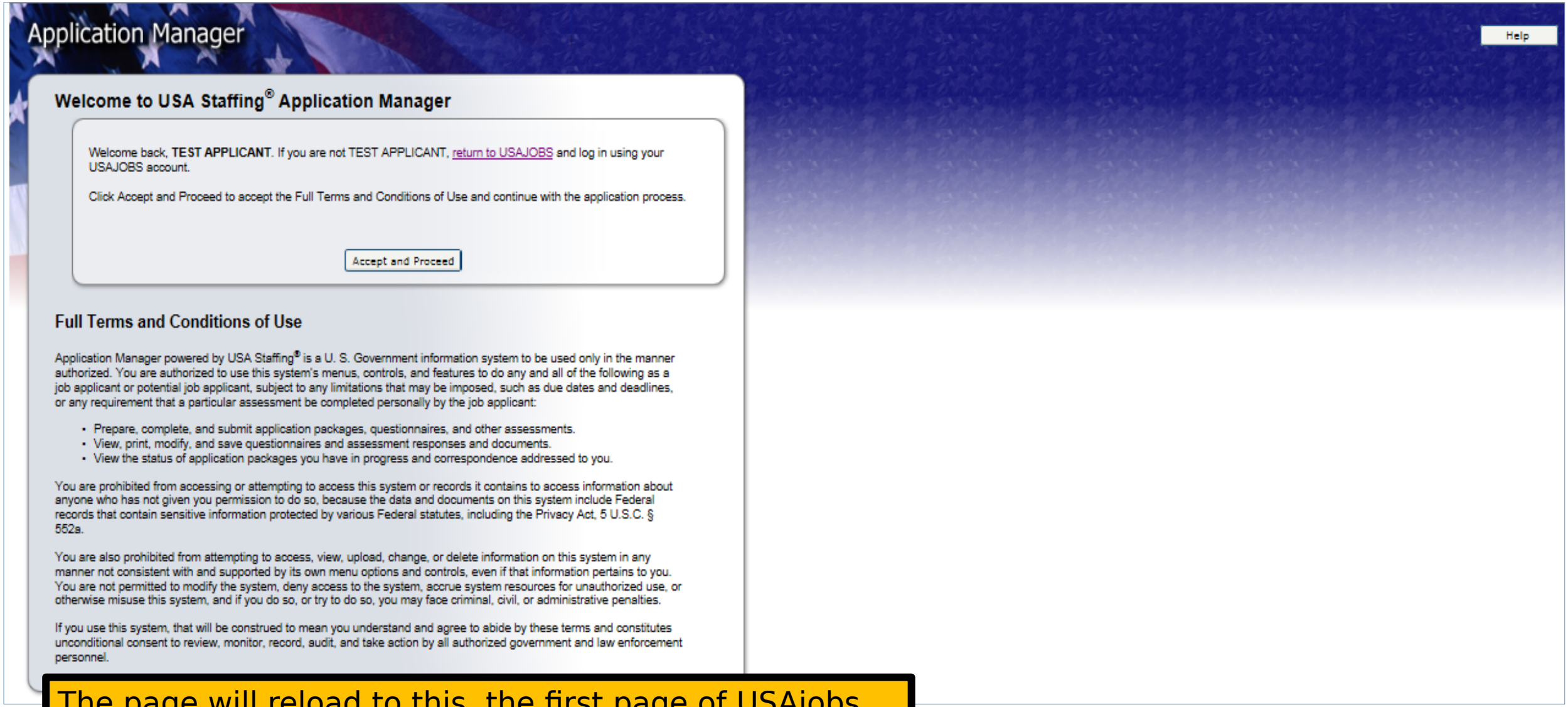
STEP 10

Continue to Agency

You are being sent to the Army National Guard Units (Title 32) application system to Continue your application. Your resume, document(s) and profile information will be transferred as well.

The page will reload to this. It should automatically redirect you to the USAjobs Application Manager page

STEP 11


Application Manager
Help
Welcome to USA Staffing® Application Manager
Welcome back, TEST APPLICANT. If you are not TEST APPLICANT, return to USAJOBS and log in using your USAJOBS account.
Click Accept and Proceed to accept the Full Terms and Conditions of Use and continue with the application process.
Accept and Proceed
Full Terms and Conditions of Use
Application Manager powered by USA Staffing® is a U. S. Government information system to be used only in the manner authorized. You are authorized to use this system's menus, controls, and features to do any and all of the following as a job applicant or potential job applicant, subject to any limitations that may be imposed, such as due dates and deadlines, or any requirement that a particular assessment be completed personally by the job applicant:
• Prepare, complete, and submit application packages, questionnaires, and other assessments.
• View, print, modify, and save questionnaires and assessment responses and documents.
• View the status of application packages you have in progress and correspondence addressed to you.
You are prohibited from accessing or attempting to access this system or records it contains to access information about anyone who has not given you permission to do so, because the data and documents on this system include Federal records that contain sensitive information protected by various Federal statutes, including the Privacy Act, 5 U.S.C. § 552a.
You are also prohibited from attempting to access, view, upload, change, or delete information on this system in any manner not consistent with and supported by its own menu options and controls, even if that information pertains to you. You are not permitted to modify the system, deny access to the system, accrue system resources for unauthorized use, or otherwise misuse this system, and if you do so, or try to do so, you may face criminal, civil, or administrative penalties.
If you use this system, that will be construed to mean you understand and agree to abide by these terms and constitutes unconditional consent to review, monitor, record, audit, and take action by all authorized government and law enforcement personnel.

The page will reload to this, the first page of USAjobs Application Manager. Click on the “ACCEPT AND PROCEED” button to continue.

STEP 12

Application Manager

Help

Vacancy ID: 1483517

- Biographic Information
- Eligibility Information
- Other Information
- Assessment Questionnaire
  - Section 1
  - Section 2
  - Section 3
  - Section 4
  - Section 5
- Re-Use Documents
- Upload Documents
- Submit My Answers
- View/Print My Answers

Job Title: Surface Maintenance Repairer, WG-5801-08, D1193000

Announcement Number: MT-15-114-1483517 **USAJOBS Control Number:** 413016700

Applicant Name: TEST A APPLICANT

Previous | Next | Save

* Required information

Biographic Data

* Address
123 Road
Don't have a home address?

* City
Charleston

State
Use Standard State Postal Codes. If you live outside the USA, fill in Country, leaving State blank.
WV

* Zip Code
25311-

Country
US

Telephone Number
Use numbers only - no punctuation. Include area code if within United States.
(123)456-7890

Contact Time
- Make a Selection -

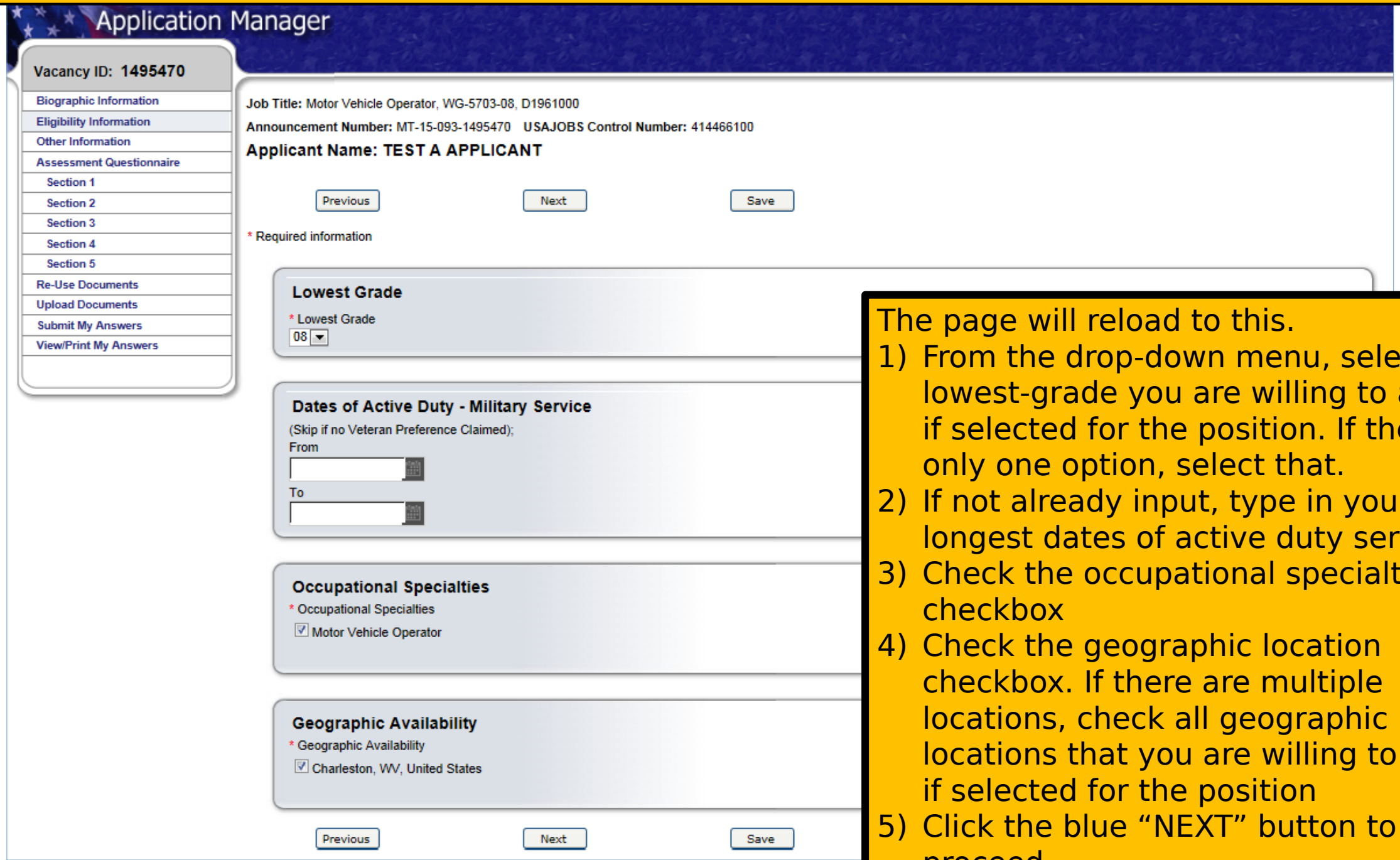
Fax Number

Fax Extension

The page will reload to this.

1) If not already input, type in your contact info (address is required, other info is optional)
2) Click the blue “NEXT” button to proceed

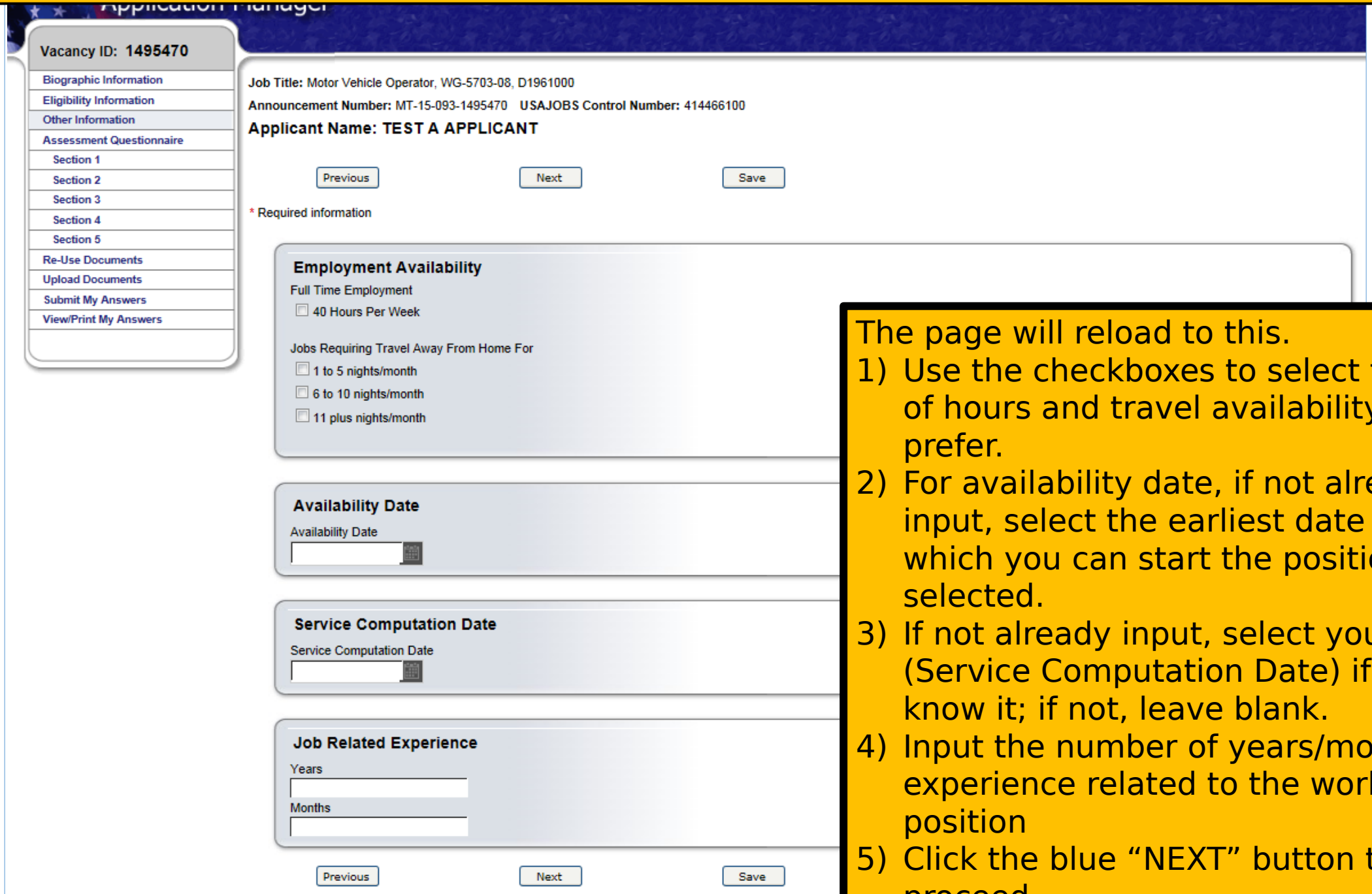
STEP 13



The page will reload to this.

1) From the drop-down menu, select the lowest-grade you are willing to accept if selected for the position. If there is only one option, select that.
2) If not already input, type in your longest dates of active duty service
3) Check the occupational specialty checkbox
4) Check the geographic location checkbox. If there are multiple locations, check all geographic locations that you are willing to accept if selected for the position
5) Click the blue “NEXT” button to

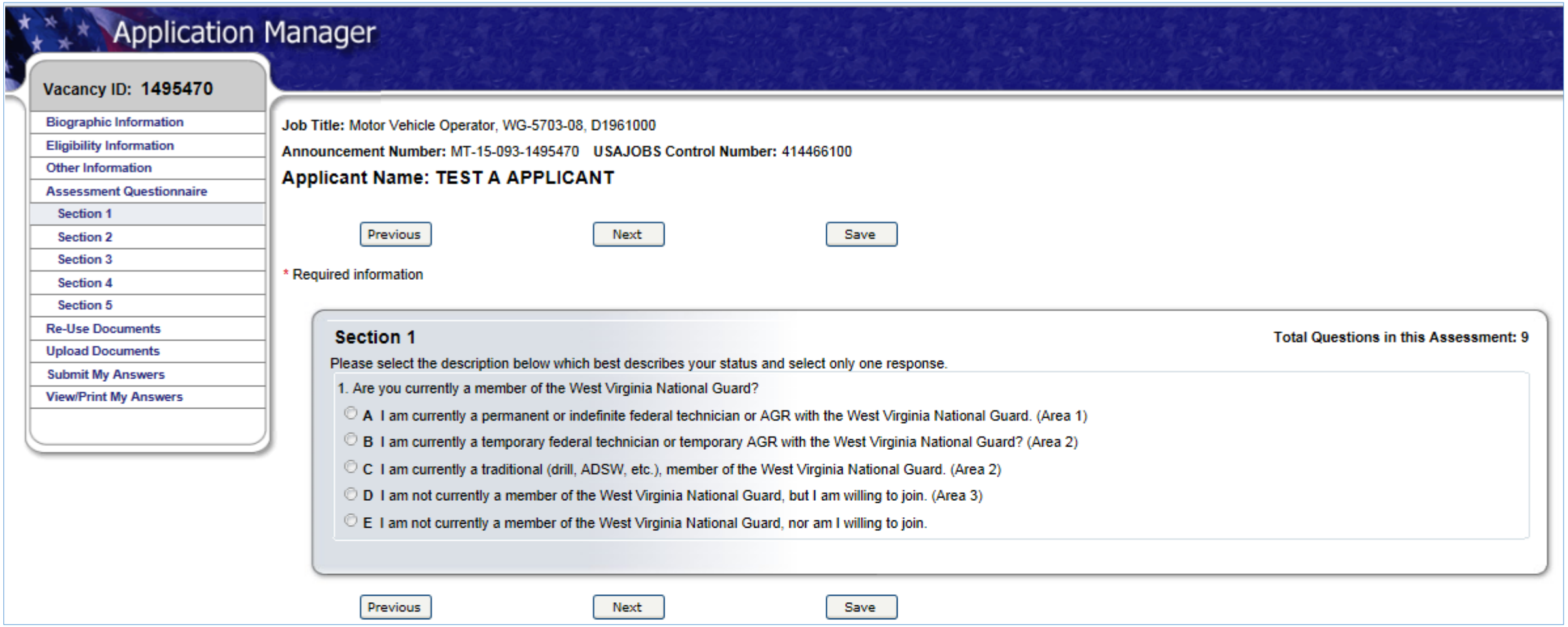
STEP 14



The page will reload to this.

1) Use the checkboxes to select the type of hours and travel availability you prefer.
2) For availability date, if not already input, select the earliest date for which you can start the position if selected.
3) If not already input, select your SCD (Service Computation Date) if you know it; if not, leave blank.
4) Input the number of years/months of experience related to the work of the position
5) Click the blue “NEXT” button to

STEP 15


Application Manager
Vacancy ID: 1495470
Biographic Information
Eligibility Information
Other Information
Assessment Questionnaire
Section 1
Section 2
Section 3
Section 4
Section 5
Re-Use Documents
Upload Documents
Submit My Answers
View/Print My Answers
Job Title: Motor Vehicle Operator, WG-5703-08, D1961000
Announcement Number: MT-15-093-1495470 USAJOBS Control Number: 414466100
Applicant Name: TEST A APPLICANT
Previous
Next
Save
* Required information
Section 1
Total Questions in this Assessment: 9
Please select the description below which best describes your status and select only one response.
1. Are you currently a member of the West Virginia National Guard?
A I am currently a permanent or indefinite federal technician or AGR with the West Virginia National Guard. (Area 1)
B I am currently a temporary federal technician or temporary AGR with the West Virginia National Guard? (Area 2)
C I am currently a traditional (drill, ADSW, etc.), member of the West Virginia National Guard. (Area 2)
D I am not currently a member of the West Virginia National Guard, but I am willing to join. (Area 3)
E I am not currently a member of the West Virginia National Guard, nor am I willing to join.
Previous
Next
Save

The page will reload to this section; This is the beginning of the Assessment Questionnaire. All questions of the Assessment Questionnaire are required to be answered to complete your application.

1) Click on the applicable radio dial to select an answer.
2) Click the blue “NEXT” button to proceed

STEP 16

Application Manager

Vacancy ID: 1495470

- Biographic Information
- Eligibility Information
- Other Information
- Assessment Questionnaire
  - Section 1
  - Section 2
  - Section 3
  - Section 4
  - Section 5
- Re-Use Documents
- Upload Documents
- Submit My Answers
- View/Print My Answers

Job Title: Motor Vehicle Operator, WG-5703-08, D1961000

Announcement Number: MT-15-093-1495470 **USAJOBS Control Number:** 414466100

Applicant Name: TEST A APPLICANT

Previous Ne

* Required information

Continue answering the questions of the Assessment Questionnaire.

1) Click on the applicable radio dial to select an answer.
2) Click the blue “NEXT” button to proceed

Section 2

Respond to all the questions below. Mark only o
with the office of management and budget's 199
on your employment status, but in the instance of missing information, your employing agency will attempt to identify your race and ethnicity by visual observation. This information is used as necessary to plan for equal employment opportunity throughout the federal government. It is also used by the U.S. office of personnel management or employing agency maintaining the records to locate individuals for personnel research or survey response and in the production of summary descriptive statistics and analytical studies in support of the function for which the records are collected and maintained, or for related workforce studies.

2. Are you Hispanic or Latino? (A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.)

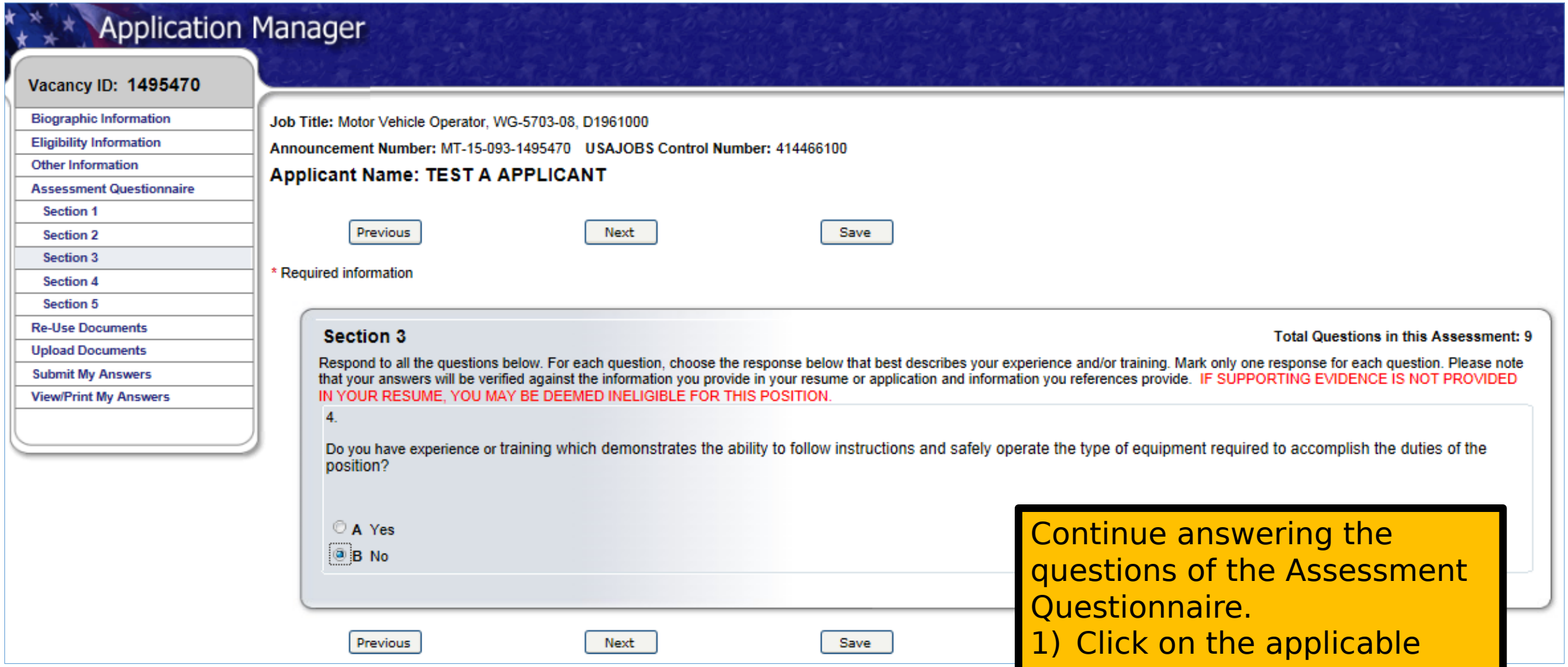
- A Yes
- B No

3. Please select the racial category with which you most closely identify.

- A American Indian or Alaska Native-A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- B Asian-A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India Japan, Korea, Malaysia, Pakistan, the Philippine islands, Thailand, and Vietnam.
- C Black or African American-A person having origins in any of the black racial groups of Africa
- D Native Hawaiian or other Pacific Islander-A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- E White-A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Previous Next Save

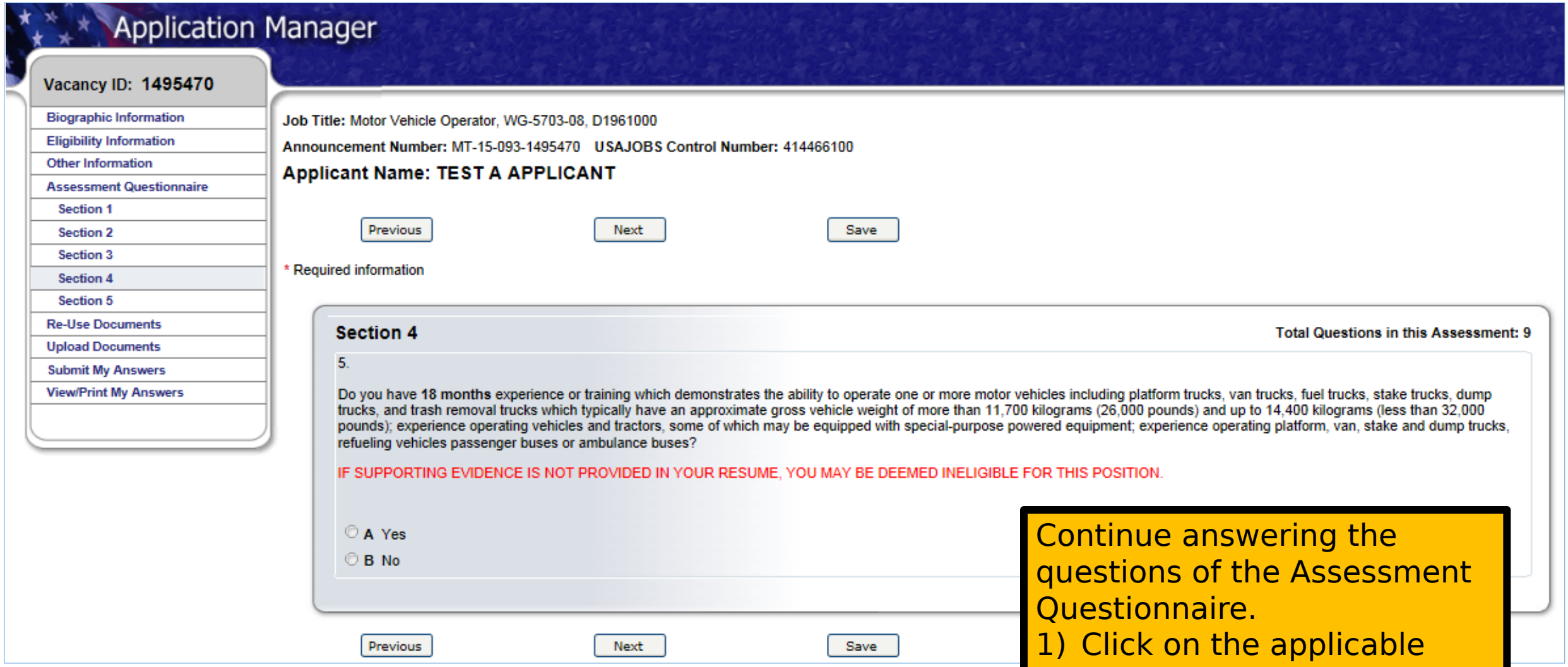
STEP 17


Application Manager
Vacancy ID: 1495470
Biographic Information
Eligibility Information
Other Information
Assessment Questionnaire
Section 1
Section 2
Section 3
Section 4
Section 5
Re-Use Documents
Upload Documents
Submit My Answers
View/Print My Answers
Job Title: Motor Vehicle Operator, WG-5703-08, D1961000
Announcement Number: MT-15-093-1495470 USAJOBS Control Number: 414466100
Applicant Name: TEST A APPLICANT
Previous
Next
Save
* Required information
Section 3
Total Questions in this Assessment: 9
Respond to all the questions below. For each question, choose the response below that best describes your experience and/or training. Mark only one response for each question. Please note that your answers will be verified against the information you provide in your resume or application and information you references provide. IF SUPPORTING EVIDENCE IS NOT PROVIDED IN YOUR RESUME, YOU MAY BE DEEMED INELIGIBLE FOR THIS POSITION.
4.
Do you have experience or training which demonstrates the ability to follow instructions and safely operate the type of equipment required to accomplish the duties of the position?
A Yes
B No
Previous
Next
Save

Continue answering the questions of the Assessment Questionnaire.

1) Click on the applicable radio dial to select an answer.
2) Click the blue “NEXT” button to proceed

STEP 18


Application Manager
Vacancy ID: 1495470
Biographic Information
Eligibility Information
Other Information
Assessment Questionnaire
Section 1
Section 2
Section 3
Section 4
Section 5
Re-Use Documents
Upload Documents
Submit My Answers
View/Print My Answers
Job Title: Motor Vehicle Operator, WG-5703-08, D1961000
Announcement Number: MT-15-093-1495470 USAJOBS Control Number: 414466100
Applicant Name: TEST A APPLICANT
Previous
Next
Save
* Required information
Section 4
Total Questions in this Assessment: 9
5.
Do you have 18 months experience or training which demonstrates the ability to operate one or more motor vehicles including platform trucks, van trucks, fuel trucks, stake trucks, dump trucks, and trash removal trucks which typically have an approximate gross vehicle weight of more than 11,700 kilograms (26,000 pounds) and up to 14,400 kilograms (less than 32,000 pounds); experience operating vehicles and tractors, some of which may be equipped with special-purpose powered equipment; experience operating platform, van, stake and dump trucks, refueling vehicles passenger buses or ambulance buses?
IF SUPPORTING EVIDENCE IS NOT PROVIDED IN YOUR RESUME, YOU MAY BE DEEMED INELIGIBLE FOR THIS POSITION.
A Yes
B No
Previous
Next
Save

Continue answering the questions of the Assessment Questionnaire.

1) Click on the applicable radio dial to select an answer.
2) Click the blue “NEXT” button to proceed

STEP 19

Vacancy ID: 1495470

- Biographic Information
- Eligibility Information
- Other Information
- Assessment Questionnaire
  - Section 1
  - Section 2
  - Section 3
  - Section 4
  - Section 5
- Re-Use Documents
- Upload Documents
- Submit My Answers
- View/Print My Answers

Job Title: Motor Vehicle Operator, WG-5703-08, D1961000

Announcement Number: MT-15-093-1495470 **USAJOBS Control Number:** 414466100

Applicant Name: TEST A APPLICANT

Previous Next Save

* Required information

Section 5

For each of the following tasks, choose the statement from the list below that best describes your experie

IF SUPPORTING EVIDENCE IS NOT PROVIDED IN YOUR RESUME, YOU MAY BE DEEMED INELIGIBLE FOR THIS POSITION.

6.

Knowledge of operating one or more gasoline, diesel, or electric powered wheeled vehicles with a GVW of more than 32,000 pounds such as aircraft refueling tractor trailers, truck tractors with semi or full trailers, heavy lo

- A I know little or nothing abo
- B I have had study or trainin
- C I have used my knowledge
- D I have used my knowledge
- E I am consulted by other jo

9.

Knowledge of warehousing plans and accepted warehousing methods, procedures and techniques

- A I know little or nothing about this task.
- B I have had study or training on this task.
- C I have used my knowledge or ability, but I have been closely supervised while performing this task.
- D I have used my knowledge or ability on my own, under normal supervision while performing this task.
- E I am consulted by other journeypersons in difficult situations, or I am called upon to do unusually difficult jobs related to this task.

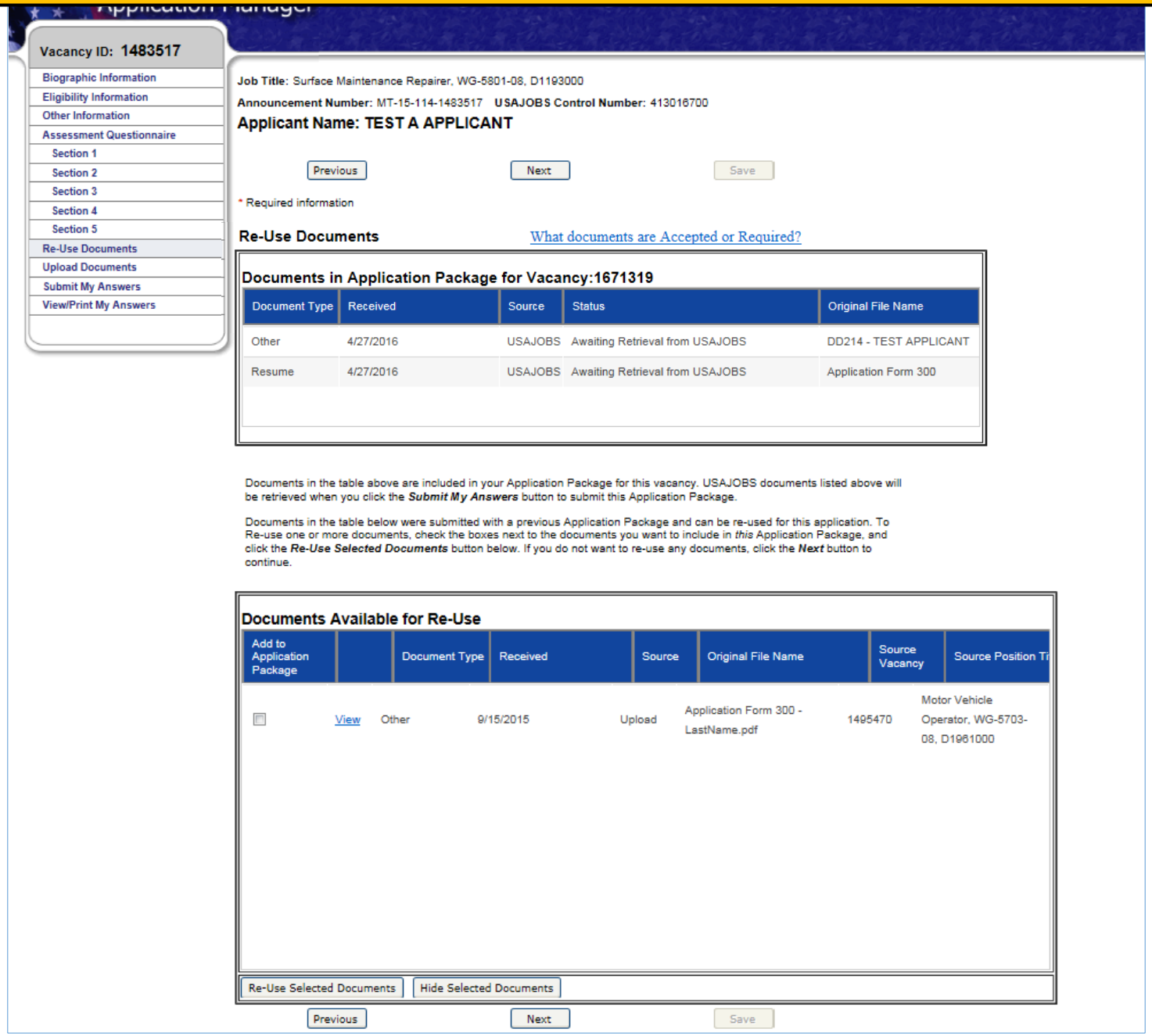
Previous Next Save

Continue answering the questions of the Assessment Questionnaire.

1) Click on the applicable radio dial to select an answer.
2) Click the blue “NEXT” button to proceed

NOTE 1: some jobs will have more questions than others.

STEP 20


Vacancy ID: 1483517
Biographic Information
Eligibility Information
Other Information
Assessment Questionnaire
Section 1
Section 2
Section 3
Section 4
Section 5
Re-Use Documents
Upload Documents
Submit My Answers
View/Print My Answers
Job Title: Surface Maintenance Repairer, WG-5801-08, D1193000
Announcement Number: MT-15-114-1483517 USAJOBS Control Number: 413016700
Applicant Name: TEST A APPLICANT
Previous
Next
Save
* Required information
Re-Use Documents
What documents are Accepted or Required?
Documents in Application Package for Vacancy:1671319
Document Type | Received | Source | Status | Original File Name
Other | 4/27/2016 | USAJOBS | Awaiting Retrieval from USAJOBS | DD214 - TEST APPLICANT
Resume | 4/27/2016 | USAJOBS | Awaiting Retrieval from USAJOBS | Application Form 300
Documents in the table above are included in your Application Package for this vacancy. USAJOBS documents listed above will be retrieved when you click the Submit My Answers button to submit this Application Package.
Documents in the table below were submitted with a previous Application Package and can be re-used for this application. To Re-use one or more documents, check the boxes next to the documents you want to include in this Application Package, and click the Re-Use Selected Documents button below. If you do not want to re-use any documents, click the Next button to continue.
Documents Available for Re-Use
Add to Application Package | Document Type | Received | Source | Original File Name | Source Vacancy | Source Position Ti
View | Other | 9/15/2015 | Upload | Application Form 300 - LastName.pdf | 1495470 | Motor Vehicle Operator, WG-5703-08, D1961000
Re-Use Selected Documents
Hide Selected Documents
Previous
Next
Save

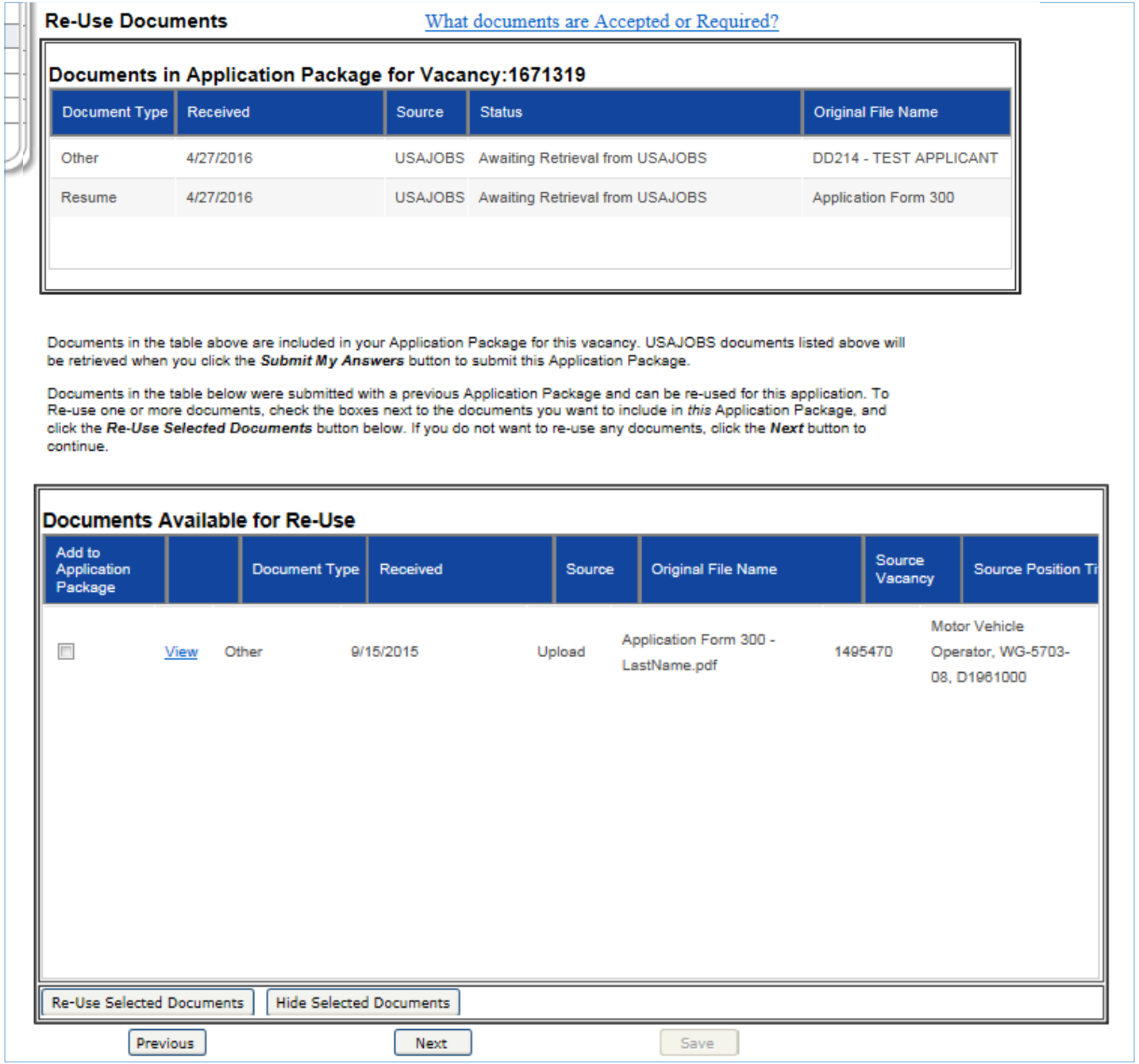
This page allows you see what files you've already uploaded as well as add files you've uploaded to previous applications, to this specific application. It can save you time if the file you've previously used is current and applicable to this specific application/position.

To re-use a file:

1) In the "Documents Available for Use" section, click the checkbox next to any/all files you wish to upload to this application
2) Click the "RE-USE SELECTED DOCUMENTS" button
3) The page will reload, and those documents will show in the "Documents in Application Package" section
4) Click the blue "NEXT" button to proceed

To skip this section, and upload new

STEP 20 - CONTINUED



Re-Use Documents

What documents are Accepted or Required?

Documents in Application Package for Vacancy:1671319

Document Type	Received	Source	Status	Original File Name
Other	4/27/2016	USAJOBS	Awaiting Retrieval from USAJOBS	DD214 - TEST APPLICANT
Resume	4/27/2016	USAJOBS	Awaiting Retrieval from USAJOBS	Application Form 300

Documents in the table above are included in your Application Package for this vacancy. USAJOBS documents listed above will be retrieved when you click the ***Submit My Answers*** button to submit this Application Package.

Documents in the table below were submitted with a previous Application Package and can be re-used for this application. To Re-use one or more documents, check the boxes next to the documents you want to include in *this* Application Package, and click the ***Re-Use Selected Documents*** button below. If you do not want to re-use any documents, click the ***Next*** button to continue.

Documents Available for Re-Use

Add to Application Package		Document Type	Received	Source	Original File Name	Source Vacancy	Source Position Ti
☐	View	Other	9/15/2015	Upload	Application Form 300 - LastName.pdf	1495470	Motor Vehicle Operator, WG-5703-08, D1961000

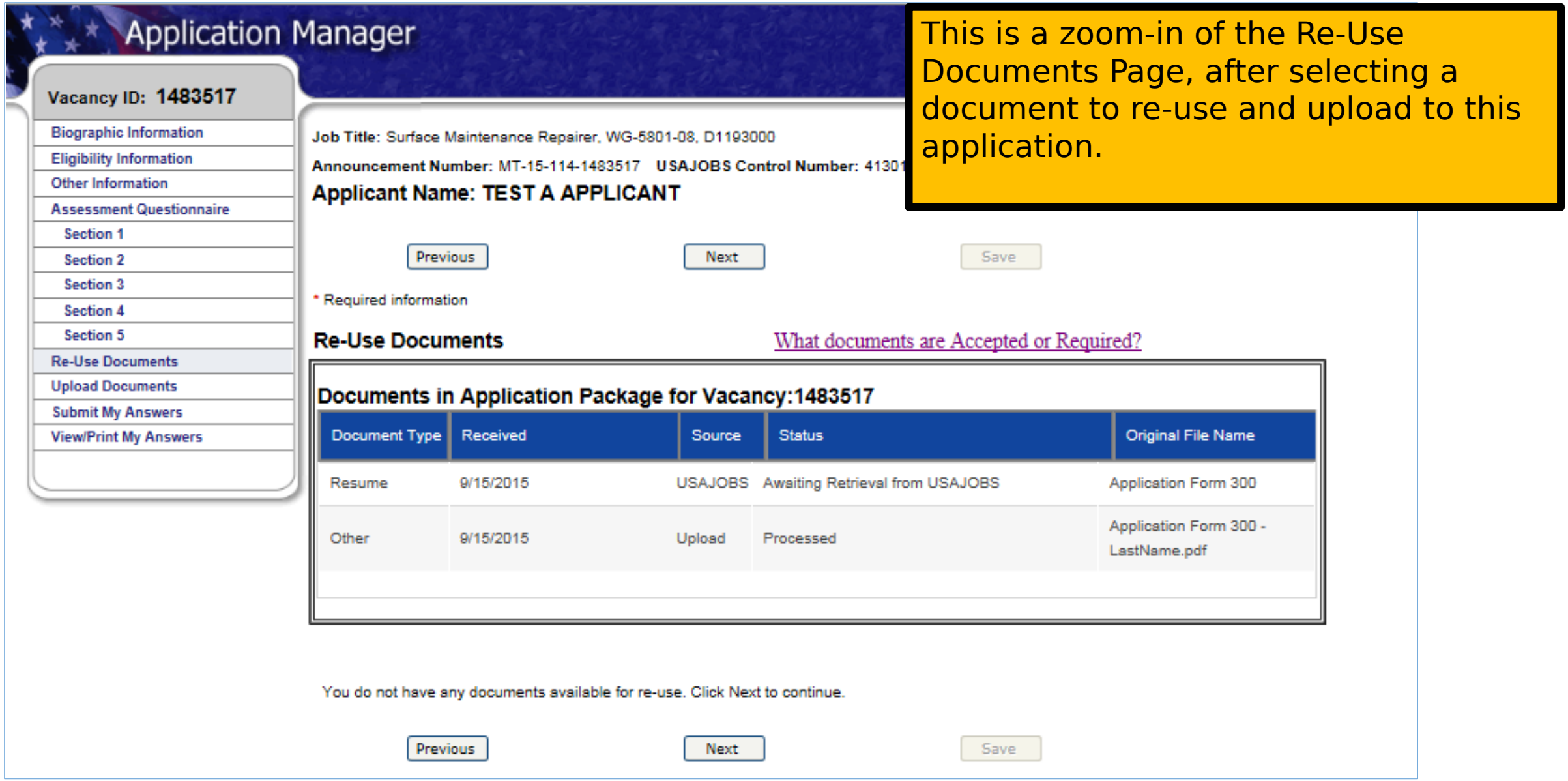
Re-Use Selected Documents | Hide Selected Documents

Previous | Next | Save

This is a zoom-in of the Re-Use Documents Page.

NOTE 1: The Re-Use option is best for uploading documents that will not change, ie; DD-214, SF-144, Course Certificates.

STEP 20 - CONTINUED



This is a zoom-in of the Re-Use Documents Page, after selecting a document to re-use and upload to this application.

STEP 21

Application Manager

Help

Vacancy ID: **1495470**

- Biographic Information
- Eligibility Information
- Other Information
- Assessment Questionnaire
  - Section 1
  - Section 2
  - Section 3
  - Section 4
  - Section 5
- Re-Use Documents
- Upload Documents
- Submit My Answers
- View/Print My Answers

Job Title: Motor Vehicle Operator, WG-5703-08, D1961000

Announcement Number: MT-15-093-1495470 **USAJOBS Control Number:** 414466100

Applicant Name: TEST A APPLICANT

Previous Next Save

* Required information

Steps and helpful notes for this section are on the next slide

Upload Documents

Protect your privacy **DO NOT** include privacy information, such as Social Security Number, in your uploaded documents unless directly required. The file size must be 3MB or less and the acceptable formats are **non-encrypted** JPG, PDF, TXT, RTF, DOC, DOCX, and WPD.

1. Select Document Type: - Select a Document Type -

What documents are Accepted or Required?

2. Click "Browse" to locate a file and click "Open" to attach it: Browse...

3. Click "Upload": Upload

Documents uploaded in Application Manager are automatically converted to Adobe Portable Document Format (PDF). Please do not use third-party software to convert documents to PDF.

Uploaded Documents move from *Received-Pending Virus Scan* to *Processed* within 1 hour.

Faxed Documents may take 2-3 days to appear as *Processed*.

Upload successful.

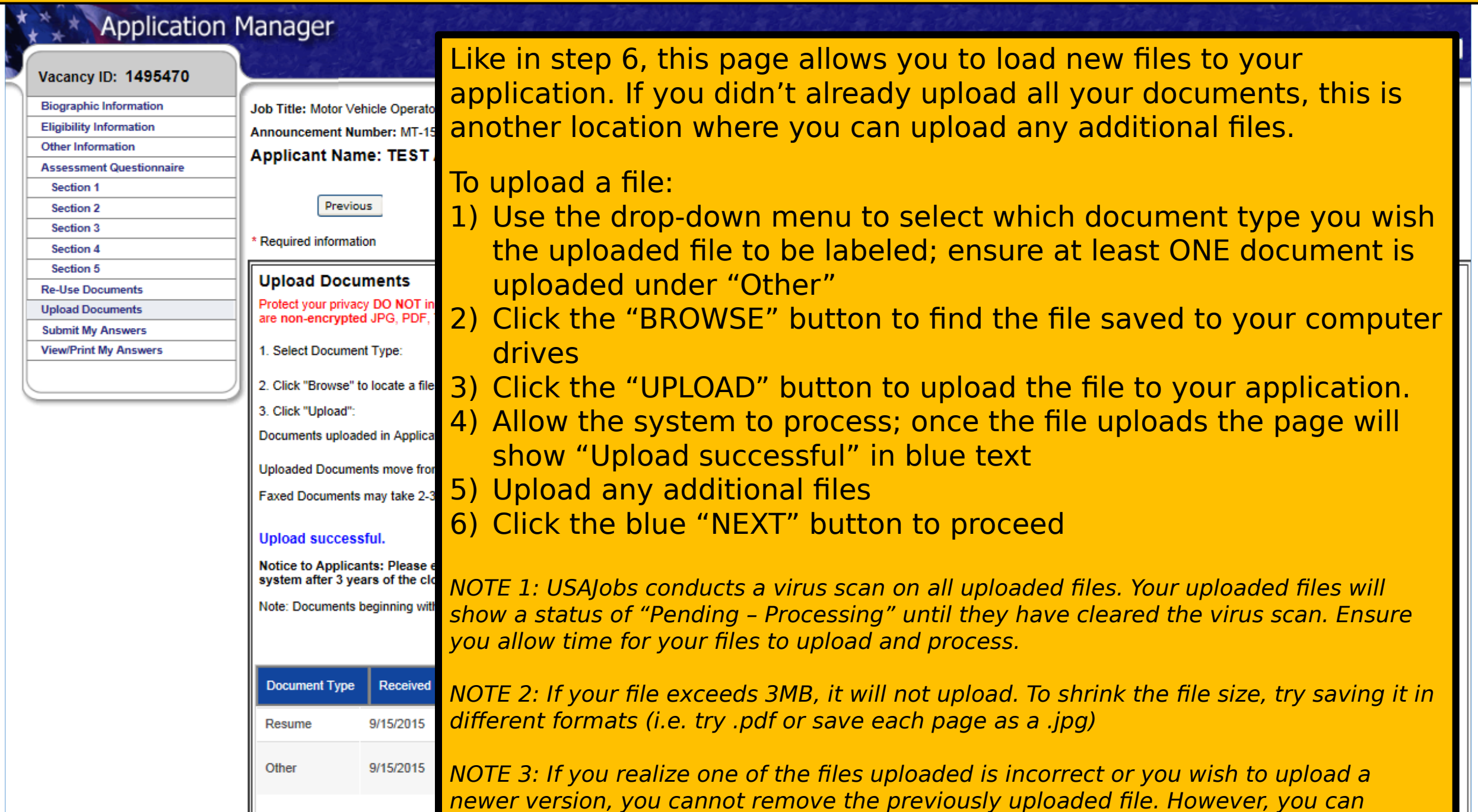
Notice to Applicants: Please ensure you keep copies of all documents you uploaded or faxed, including your resume, as well as any notifications sent to you. They will be deleted from the system after 3 years of the closing date of the announcement.

Note: Documents beginning with ~$ are normally temporary files and the system will not be able to process them.

Documents On File

Document Type	Received	Source	Status	Original File Name
Resume	9/15/2015	USAJOBS	Awaiting Retrieval from USAJOBS	Application Form 300
Other	9/15/2015	Upload	Pending - Processing	Application Form 300 - LastName.pdf

STEP 21 - CONTINUED



Like in step 6, this page allows you to load new files to your application. If you didn't already upload all your documents, this is another location where you can upload any additional files.

To upload a file:

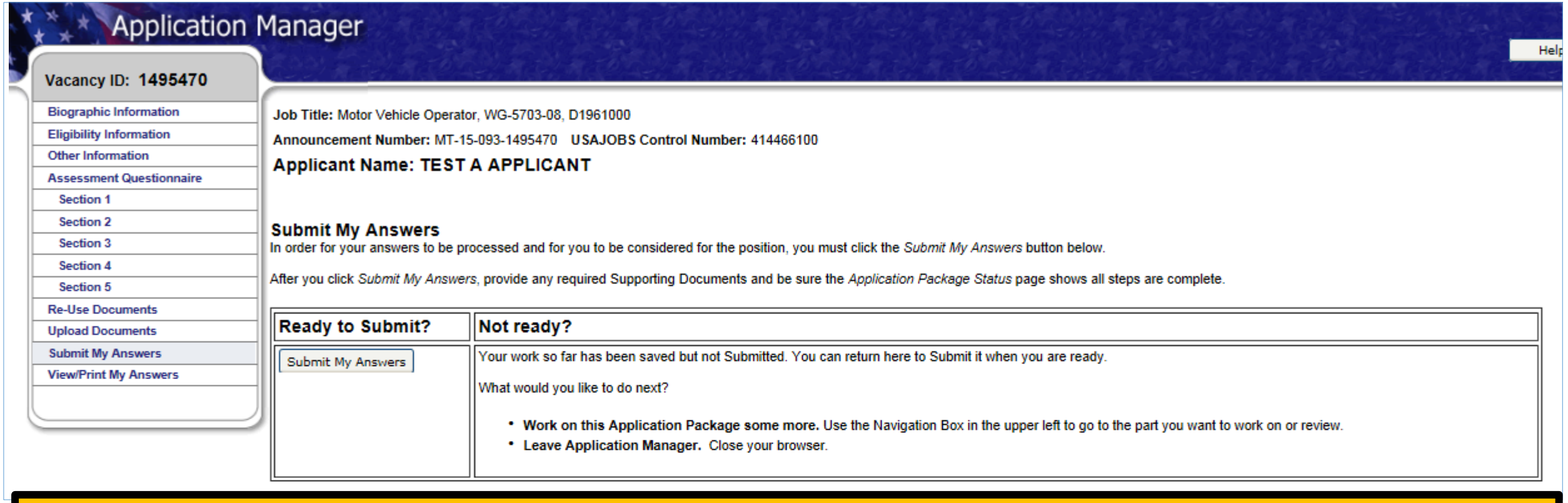
1) Use the drop-down menu to select which document type you wish the uploaded file to be labeled; ensure at least ONE document is uploaded under "Other"
2) Click the "BROWSE" button to find the file saved to your computer drives
3) Click the "UPLOAD" button to upload the file to your application.
4) Allow the system to process; once the file uploads the page will show "Upload successful" in blue text
5) Upload any additional files
6) Click the blue "NEXT" button to proceed

NOTE 1: USAJobs conducts a virus scan on all uploaded files. Your uploaded files will show a status of "Pending – Processing" until they have cleared the virus scan. Ensure you allow time for your files to upload and process.

NOTE 2: If your file exceeds 3MB, it will not upload. To shrink the file size, try saving it in different formats (i.e. try .pdf or save each page as a .jpg)

NOTE 3: If you realize one of the files uploaded is incorrect or you wish to upload a newer version, you cannot remove the previously uploaded file. However, you can

STEP 22

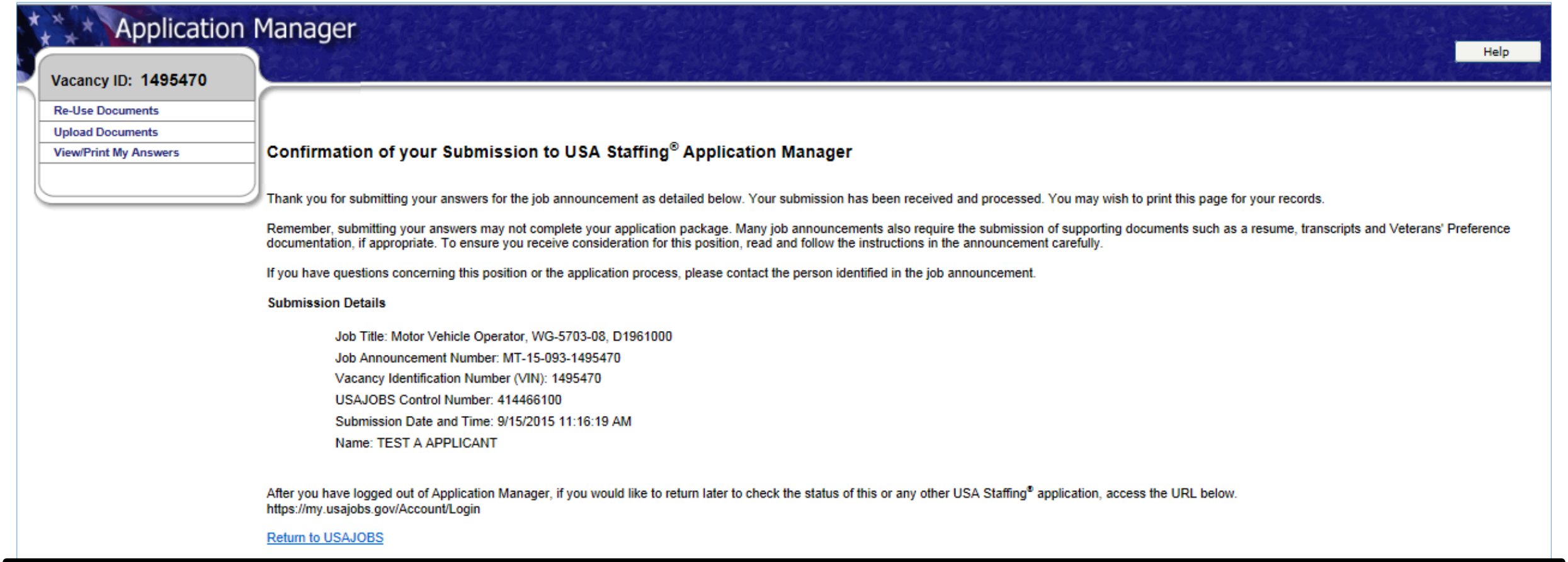

Application Manager
Help
Vacancy ID: 1495470
Biographic Information
Eligibility Information
Other Information
Assessment Questionnaire
Section 1
Section 2
Section 3
Section 4
Section 5
Re-Use Documents
Upload Documents
Submit My Answers
View/Print My Answers
Job Title: Motor Vehicle Operator, WG-5703-08, D1961000
Announcement Number: MT-15-093-1495470 USAJOBS Control Number: 414466100
Applicant Name: TEST A APPLICANT
Submit My Answers
In order for your answers to be processed and for you to be considered for the position, you must click the Submit My Answers button below.
After you click Submit My Answers, provide any required Supporting Documents and be sure the Application Package Status page shows all steps are complete.
Ready to Submit?
Not ready?
Submit My Answers
Your work so far has been saved but not Submitted. You can return here to Submit it when you are ready.
What would you like to do next?
Work on this Application Package some more. Use the Navigation Box in the upper left to go to the part you want to work on or review.
Leave Application Manager. Close your browser.

This is the final step of your application.

1) You may review your answers/upload files by clicking on the blue text links on the left-side of the page. Once you've reviewed everything, click the blue text "Submit My Answers" link to return to this page.
2) Once you're ready to finish your application, click the "SUBMIT MY ANSWERS" button.
    a) If you do not do this, your application is not complete!!

NOTE: At any time before the job closes you may log back into application manager for this vacancy and change your answers or upload new documents. To log back into application manager, return to your USAjobs account, click on the "Application Status" link, and click on the "Application Status" link under the appropriate job.

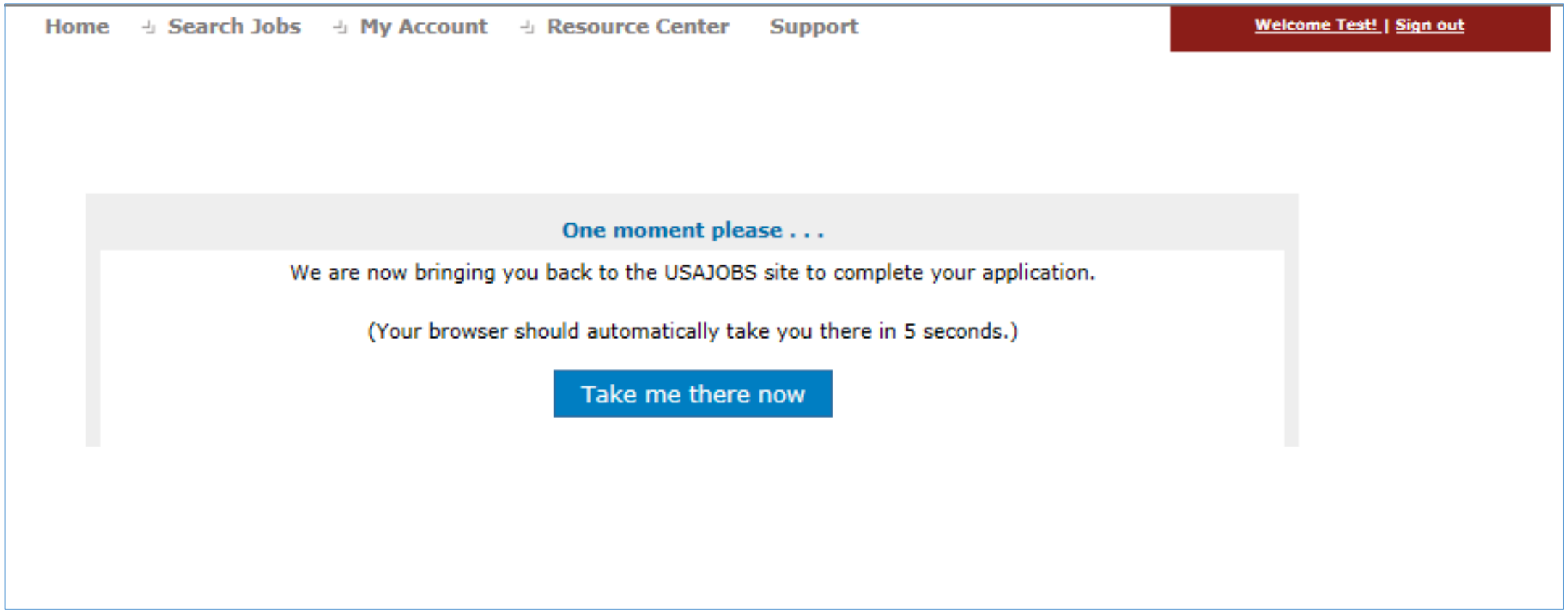
STEP 23


Application Manager
Help
Vacancy ID: 1495470
Re-Use Documents
Upload Documents
View/Print My Answers
Confirmation of your Submission to USA Staffing® Application Manager
Thank you for submitting your answers for the job announcement as detailed below. Your submission has been received and processed. You may wish to print this page for your records.
Remember, submitting your answers may not complete your application package. Many job announcements also require the submission of supporting documents such as a resume, transcripts and Veterans' Preference documentation, if appropriate. To ensure you receive consideration for this position, read and follow the instructions in the announcement carefully.
If you have questions concerning this position or the application process, please contact the person identified in the job announcement.
Submission Details
Job Title: Motor Vehicle Operator, WG-5703-08, D1961000
Job Announcement Number: MT-15-093-1495470
Vacancy Identification Number (VIN): 1495470
USAJOBS Control Number: 414466100
Submission Date and Time: 9/15/2015 11:16:19 AM
Name: TEST A APPLICANT
After you have logged out of Application Manager, if you would like to return later to check the status of this or any other USA Staffing® application, access the URL below.
https://my.usajobs.gov/Account/Login
Return to USAJOBS

Once you click the “SUBMIT MY ANSWERS” button, the page will reload to this. Now you can be assured that your application was submitted. Please review your application status regularly and check your emails for notifications as to your application status.

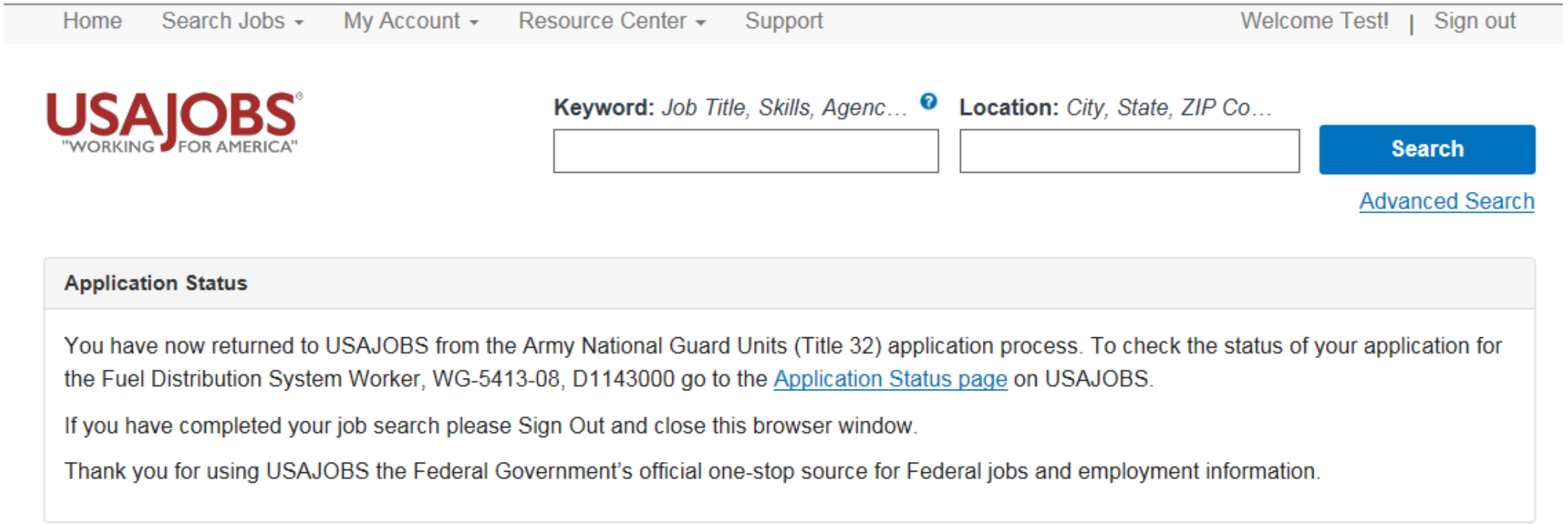
To return to USAjobs, click the blue “Return to USAJOBS” link on the page.

STEP 24


Home
Search Jobs
My Account
Resource Center
Support
Welcome Test! | Sign out
One moment please . . .
We are now bringing you back to the USAJOBS site to complete your application.
(Your browser should automatically take you there in 5 seconds.)
Take me there now

The page will reload and begin re-directing you back to your USAjobs account. It should automatically redirect you in 15 seconds. If it does not, click the blue “TAKE ME THERE NOW” button.

STEP 25


Home
Search Jobs
My Account
Resource Center
Support
Welcome Test!
Sign out
USAJOBS
"WORKING FOR AMERICA"
Keyword: Job Title, Skills, Agenc…
Location: City, State, ZIP Co…
Search
Advanced Search
Application Status
You have now returned to USAJOBS from the Army National Guard Units (Title 32) application process. To check the status of your application for the Fuel Distribution System Worker, WG-5413-08, D1143000 go to the Application Status page on USAJOBS.
If you have completed your job search please Sign Out and close this browser window.
Thank you for using USAJOBS the Federal Government's official one-stop source for Federal jobs and employment information.

The page reloads to this. Search and apply to other jobs, check your application status, or close the browser.

IMPORTANT INFORMATION:

USA JOBS WILL SEND A CONFIRMATION EMAIL TO THE EMAIL ADDRESS PROVIDED. THIS EMAIL WILL STATE YOU HAVE SUCCESFULLY APPLIED FOR THE JOB. ALLOW AT LEAST 4 HOURS FOR YOU TO RECEIVE THE CONFIRMATION EMAIL. IF YOU DO NOT RECEIVE A CONFIRMATION EMAIL YOU NEED TO LOG INTO USA JOBS, CHECK YOUR APPLICATION STATUS, AND TAKE APPROPRIATE ACTIONS. IF YOU NEED ASSISTANCE PLEASE CALL THE TECHNICIAN HOTLINE: (304) 561-6749